Vacancy Announcement (Re-announce)

**Deadline For Application** | 17th Apr 2020
---|---
**Position Title** | Human Resources Officer
**Location** | Equality Myanmar Office, Yangon, Myanmar
**Reports to** | Operations Manager

Equality Myanmar seeks a committed and enthusiastic person to join our organization as **Human Resources Officer**. This position is full time and starts as soon as possible.

**Organization Background**

Equality Myanmar (EQMM) is a nongovernmental organization that facilitates a broad range of human rights education activities, advocacy programs, and research projects which target civil society organizations and grassroots communities. EQMM conducts trainings of trainers (ToTs), basic and thematic human rights trainings, community events, and in-depth workshops at its centers in Yangon as well as throughout Myanmar. The organization also provides customized human rights trainings to organizations working on various issues around the country.

Since its establishment in 2000, EQMM has trained over 20,000 women, university students, monks and pastors, activists, school teachers, and community leaders, building a strong network of human rights trainers and advocates across the country as well as along Myanmar’s border regions.

With a national focus in our programming, EQMM aims to formalize civil society networks dedicated to coordinating advocacy efforts, hosting community awareness events, and dialoguing with other stakeholders on human rights issues.

EQMM has played a central role in coordinating a wide range of advocacy campaigns over the years to raise awareness about the human rights situation in Myanmar at local, national, regional, and international levels.

**Duties and Responsibilities**

The Human Resources Officer will have the following duties and responsibilities:

- Monitor Human Resource Policy and Guideline under the supervision of the Operations Manager, and report on disciplinary problems/issues to the Operations Manager and disciplinary measures taken;
- Maintain and organize HR supported files, records and ensuring filing systems are up-to-date and secure (confidential);
- Prepare monthly staff time sheet and prepare for monthly pay roll and Health Allowance benefit;
- Record and keep EQMM staff leave record and EQMM Staff leave balance tracking sheet submit to Operations Manager on monthly basis

- Ensure full compliance with organizational policies and procedure;

- Together with Operations Manager for a regular review of the HR policies and procedures, ensuring that policies remain in compliance with Myanmar labor laws and international best practice, and recommend updates where required;

- Process the implementation of staff recruitment administration under supervision of Operations Manager which includes:
  - preparing advertisements,
  - short listing in consultation with supervisors and line managers,
  - contacting applicants for interview,
  - preparing interview questions in consultation with supervisors and line managers
  - organizing interview panels
  - conducting personal interviewing of Coordinator level and below
  - maintaining records of interviews
  - calling and emailing referees
  - report to referees statements to interview panels

- Prepare monthly Job Vacancy tracking sheet including challenges, recommendations and submit to Operations Manager on monthly basic

- Organize and take in charge for staff induction and probation in line with EQMM’s policy;

- Prepare personnel income taxes calculation and submit it to Finance Coordinator 2 and Operations Manager for verification;

- Manage to pay monthly personnel income taxes to tax authorities;

- Collect all of supporting documents related personnel income taxes payment from staff members and make sure to submit it to tax authorities;

- Maintain and organized personnel income taxes payment supported files and ensure update to date and secure; and

- Organize, assist and take follow up for the implementation of performance procedures (probation, annual, Eligibility for Bonus, and Supervisory Evaluation Form etc).

- Coordinate and collaborate with other Departments to review, revise and develop job description and job specification

- Prepare and update Staff Contract List and manpower report and submit to Operations Manager on monthly basic

- Maintain and organized Group life insurance supported files and ensure update to date and secure and processed to claim from insurance company

- Assist to organize internal and external meetings, takes meeting minutes and communicates the outcomes and decisions to staff under the supervision of Operations Manager.

- Assist to Operations Manager for the international staff’s visa and stay permit

- Prepare for next year Human Resource budget projection
• Design staff capacity development plan for upcoming year

### Required Qualifications and Skills

1. Myanmar National
2. A University Graduate with additional qualifications in the Human Resource Management
3. At least 3 years’ experiences in Human Resource Position or related position
4. High computer literacy in MS word, Excel spreadsheets
5. Able to multitask, prioritize, and manage time efficiently
6. Sound judgment and the ability to maintain confidentiality good
7. Excellent interpersonal and communication skills, written and oral
8. Good command of spoken and written English
9. Willingness to commit to full-time work for at least one year
10. Creative, independent, and highly self-motivated
11. Respect for diversity and sensitivity to other cultures
12. Flexible, able to work under pressure, innovative, and a team player
13. Strongly committed to human rights, social justice, and peace

### Salary and Benefits

Competitive local salary commensurate with experience; basic healthcare coverage; and related travel costs for field trips. Opportunities to engage with local, regional and international human rights advocacy networks.

### How to Apply

If you are interested in applying for this position please submit the following to hr.eqmm@gmail.com not later than 17th Apr 2020 (Fri) 4:00 PM.

- Resume/CV
- Cover Letter
- Names and contact information for two references

For more information about Equality Myanmar and our work please visit www.equalitymyanmar.org. For further information about this position, please contact via 09-448023569.

*Women and person with disable are encouraged to apply for this position*

Equality Myanmar is committed to equality in opportunity for all people. We have a policy of non-discrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, sex, gender, religion, national and/or ethnic origin, disability, age, sexual orientation, gender identity, political belief, or other status.

Only shortlisted candidates will be contacted for interview.