



Career Opportunities

Position Title	: Admin and HR Officer (HR Officer for Myothit)
No. of Post	: (1) Post
Department	: Health
Direct Supervisor	: Program Coordinator
Technical Report to	: Senior HR Officer (HR team of HQ)
Duty Station	: Myothit
Grade	: D1
Application Deadline	: 16:30 pm, (25/04/2018)

Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times. Benefit Package consists of Paid Medical, Annual, Casual Leave, Insurance, On-Duty for Training, Provide Accommodation Allowance & Hardship Allowance for specific area, Training and Development Opportunities, Promotion and Management Development.

Project Background: The Reproductive, Maternal, Newborn, Child Health (RMNCH) project in 2 Rural Health Centre (RHC) catchment areas of Myo Thit Township in Magway Region in Myanmar will improve access to and utilization of RMNCH services. The target population includes 61,022 hard to reach rural people, including approximately 20,000 migrant workers living in unregistered villages, with a focus on women and children under 5 years old.

Key programme components are based on a concept of "continuum of care" and include:

- a) Strengthening of health systems capacity to deliver quality RMNCH services from household to township level;
- b) Empowering and building capacity in communities to address the most common diseases and health hazards;
- c) Enhancing capacities of Myanmar Red Cross Society to manage and deliver sustainable health activities.

Duties and Responsibilities:

Administration

1. Register and keep all the records and documents related to the Human Resources and Administration in line with record retention guideline.
2. Responsible for updating monthly staff leave record, monthly duty roster of security guards, cleaners and in-charge of stationery stock (ordering and follow up)
3. Provide movement order for program staff travel and validation.
4. Manage security and cleaners for efficient result.
5. Record registers for correspondence and provide dispatch services for correspondences.
6. Prepare monthly duty list Township offices for payroll preparation and sent it to focal person of Finance Department.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities members in our programs"

Human Resources

1. Handling of recruitment and selection process (staff requisition, Collecting CVs, long listing, interviewing, contracting and briefing).
2. Record and entry data of staff profile in Hard copy and Soft copy.
3. Facilitate performance review process (Probation and Permanent).
4. Carry out briefing and orientation programme for new employees in RMNCH Myo Thit office.
5. Coordinate with HR Officer (Compensation & Benefit) for preparing staff insurance and other benefits for Myo Thit office.
6. Coordinate with HR Training Officer in providing HR Training (Policy awareness, Induction, Capacity Building,... etc) for RMNCH Myo Thit office.
7. Organize and submit to HR headquarters staff data based for the program and documentary system including Performance Appraisal, Training database, staff changes list for insurance and so on.
8. Maintains and organize employee information by entering and updating employment cases by keeping human resource information confidential.
9. Ensure staff regulations, HR policy, HR Procedure, for all staff ensuring that they are in line with the applicable Labor Law.
10. Prepare Work certificate for voluntary resigned staff
11. Prepare the monthly report and manpower report including recruitment status, challenges and recommendations.
12. If necessary, ensure to conduct the recruitment process at field areas in near Myo Thit Township, for other program and projects with the directive of HR Director.
13. Perform any other duties assigned by Program Coordinator.

Professional and Personal Requirements

- **Myanmar National**
- University Degree
- Human Resources Diploma is preferable
- Minimum 1 year of experience
- Effective communication of English and Myanmar especially in translating, including written, spoken and typing
- Self-employ in Computer skills (MS Office)
- Strong skill in numerical recording, data maintenance
- Well organized, efficient, with excellent attention to detail and ability to meet deadlines
- Ability to manage and priorities multiple tasks, take initiative and problem solve
- Strong interpersonal and communication skills
- **Red cross volunteers who fulfil above criteria are encouraged to apply**

Application process: Please send your application letter, CV, and related documents (PDF Version) to;

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Head Office:

**Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw.**

Email: mrcshrrecruitment@redcross.org.mm

For more information and application, please visit to the www.redcross.org.mm

Branch Office:

**Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung Township, Yangon. (or)**

Only short listed candidates will be contacted for a personal interview.

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