



Myanmar Red Cross Society

Career Opportunities

Position Title	: Human Resources Officer
No. of Post	: (1) Post
Report to	: Senior HR Development Officer
Department	: Human Resource Department
Duty Station	: Nay Pyi Taw/ Yangon
Grade	: D2
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (17/05/2019), 16:30

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.

Human Resources Department of Myanmar Red Cross Society (MRCS) was set up in 2010 and responsible for recruitment and selection, compensation and benefit, staff insurance, policy development, training and development, performance management, legal compliance, and staff database for more than 600 employees around Myanmar.

Purpose of this position

To get the people with right ability to get the job done for the MRCS's departments and programs at the right time, HR department needs a HR Officer who will be mainly focus on Recruitment & Selections. The Human Resources Officer for recruitment and Selection will mainly support in producing job descriptions and recruiting staff according to the requirement of the American Red Cross funded programs/projects, Finance Department, HR Department, Logistic Department, Disaster Management department and Organizational Development Department in line with MRCS procedure and assist in other HR functions as necessary.

"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"

Duties and Responsibilities

1. Recruitment & Selection

- 1.1 Ensuring staff request are aligned with Human Resources plan.
- 1.2 Responsible all the recruitment and selection processes in Nay Pyi Taw, Yangon and field level.
- 1.3 Ensuring all the employment contracts (position, grade, and salary etc...) before contracting new staffs are checked and validated.
- 1.4 Identify effective recruitment platforms and channels for wider applicant pool.
- 1.5 Monitor and give technical support to field HR Officers on recruitment & selections processes.

2. Coordination & Cooperation

- 2.1 Coordinate and collaborate with other Departments to review, revise and develop job description with job specification.
- 2.2 Coordinate with HR Development Officer in providing HR Training (Policy awareness, Induction, Capacity Building, and Recruitment ... etc) if required, and preparing contracts for consultants, facilitators and translators.

3. Reporting

- 3.1 Prepare monthly report, annual report and manpower report including recruitment status, challenges and recommendations.

4. Others

- 4.1 Record and data entry for staff profile in Hard copy and Soft copy.
- 4.2 Carry out briefing and orientation programme for new employees.
- 4.3 Ensure the exit process including employment certifications upon the end of employments.
- 4.4 Assisting performance review process (Probation and Permanent) if be needed.
- 4.5 Perform any other duties assigned by Direct supervisor.

Duties applicable to all staff

1. Understanding of, commitment to and willingness to actively promote, the Red Cross Red Crescent Fundamental Principles.
2. MRCS staff regulations, essential policies and code of conduct.

Skills, Competency and Requirements

- **Must be a Myanmar National**

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- **Age between 25 to 45 years**
- University Degree
- Diploma in Human Resource Management & Master degree in Social Science are preferred
- Minimum 2 years of experience in Human Resources functions
- Experience especially in recruitment and selection are preferred
- Experience in coaching and supporting staff are preferred
- Experience working in Humanitarian Organization is preferred
- Any experience working with Red Cross is preferred
- Knowledge of Project Management and PMER are preferred
- Well-developed computer skills, with demonstrated competence in Excel, Word and Power point (English and Myanmar)
- Strong skill in report writing with numerical recording and data maintenance are preferred
- Well organized, efficient, with excellent attention to detail and ability to meet deadlines are preferred
- Ability to manage and prioritise multiple tasks, take initiative
- Able to work well in a team and live in stressful situations
- Ability to travel anywhere at short notice
- Excellent communication skills, both oral and written and problem solving skills
- Fluently spoken and written Myanmar and English
- **Core competencies:** Communications, Collaboration & Teamwork, Judgement & Decision, National Society & Customer Relations, Creativity & Innovation, Building Trust.
- **Functional competencies:** Strategic Orientation, Building Alliances, Leadership, Empowering Others
- **Values:** Respect for Diversity, Integrity, Professionalism, Accountability

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

Head Office:

Myanmar Red Cross Society

Razathingaha Road, Dekhinathiri,

Nay Pyi Taw.

Email: mrcshrrecruitment@gmail.com

Branch Office:

Myanmar Red Cross Society

No. 42, Red Cross Building, Strand Road,

Botataung Township, Yangon. (or)

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

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

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