



Myanmar Red Cross Society

HR- TGI VA No. 020.1- Assistant HR Officer



Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

Assistant HR Officer

No. of Post	: 1 Post
Report to	: Assistant HR Development Manager/Programme Manager
Department	: Health Department
Project/Program	: Community Based Programme for Malaria Prevention
Duty Station	: Taunggyi
Grade	: D1
Benefits	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

Application Period : 16-March-2024 to 22-March-2024, 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.

Background of Project

Myanmar Red Cross Society has been implementing "Community Based Programme for Malaria Prevention" which has been funded by UNOPS/GF since 2011. This programme had been implemented in 1000 project villages of 11 project townships in 2016-2017, in 800 project villages of 15 project townships in 2018-2020 and 5-8 townships in 2021-2023. In 2024-2026, the programme will be implemented in 225 villages of 5 project townships Lawksawk, Namsang, Kunhing, Maukmai and Moani with the support of UNOPS/GF RAI4E Grant. The main programme activities will be Integrated Community Malaria Volunteer (ICMV) trainings, Community Malaria

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"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"

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality

MRCS-UNOPS/GF-RAI4E/Assistant HR Officer for Community Based Programme for Malaria Prevention

(16/03/2024) (020.1)



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Case Management through ICMVs, including early diagnosis and prompt and proper treatment case notification, malaria elimination activities with cooperation and guidance of VBDC team etc. Continuous LLINs distribution, Health Education etc. This programme has been closely coordinated and collaborated with National Malaria Control Programme (NMCP), State VBDC team, State Health Department, respective Township Health Departments and other stake holders at Central, State and Townships level in implementing its programme activities throughout the previous project years until now. The programme has also been contributing to achieve the Goal of National Plan for Malaria Elimination in Myanmar (2016-2030).

Purpose of the Position

Under the direct supervision of Program Manager and Assistant HR Development Manager; and close cooperation with HR Officers in Head Quarter (HQ), Assistant HR Officer will support implementation of overall HR operational tasks and responsibilities such as recruitment and selection, training and development, performance management, compensation and benefits, policies compliance, documentation and reporting of HR matters for the programme.

Duties and Responsibilities

Recruitment and Selection

1. Assist Programme Manager in manpower planning, submission of staff requisitions, preparation of and job descriptions for required positions.
2. Perform vacancy advertisement process, collecting CVs, prescreening of applications.
3. Organize interviews process, reference checking, job offering and contracting new staff.

Training and Development

4. Carry out briefing and orientation programs for new employees.

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5. Coordinate with HR training officer in providing HR training (Policy awareness, induction, capacity building training, etc)
6. Conduct training need analysis for planning, organizing and overseeing appropriate training for staff capacity development.

Performance Management

7. Distribute performance appraisal (PA) forms and inform to staffs, supervisors and department head to evaluate performance for (Probation period or Annual) in timely manner.
8. Collect PA evaluation forms and check in accordance with PA guideline and proceed for the approval.

Compensation and Benefits

9. Assist to HR officer (compensation and benefit) for preparing staff insurance and other benefits for Taunggyi office.

Policies Compliance and Documentation,

10. Ensure MRCS HR Standard Operation Procedures and all HR policies are complied.
11. Study and follow up staff regulations, HR policy, HR procedure, Insurance policy for all staff ensuring that they are in line with application of labour law.
12. Ensure staff database for the programme and filing system including employment contract, CV, performance appraisal, Training attendance records and Job description, etc...) are maintained in accordance with MRCS HR practices.

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13. Maintains and organize employee information by entering and updating employment cases by keeping human resource confidential information.

Reporting

14. Prepare and submit monthly report and annual report to Program Manager and Assistant HR Development Manager in timely manner.

Coordination and Cooperation

15. Coordinate with respective HR officers at HQ for case approval process, getting require technical supports and information.
16. Coordinate with admin assistants (Ygn/HQ) for HR related issues by dispatch.

Others

17. Perform any other duties assigned Programme Manager and Assistant HR Development Manager.

Skills, Competencies and Requirements

- Age between 25 to 40 years old
- Must be University Degree Holder
- Relevant diploma or certificate
- Minimum two years of experience in related field
- Effective communication of English and Myanmar
- Good interpersonal communication and coordination skills

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- Experience in organizing of interviews, assessments, study, recreation, social activities and services
- Facilitation experience is preferable.
- Well-developed computer skills, with demonstrated competence in Excel, Word and Power point (English and Myanmar), email & internet.
- Strong skill in numerical recording, data maintenance and documentary skills.
- Ability to travel anywhere with short notice.
- Commitment to learn, open to change and willing to try new things.
- Strong interpersonal and communications skills.
- Understanding of Red Cross Movement and willingness to actively promote Red Cross fundamental principles

****Note: Applicants will be needed to send application letter together with CV, passport-size photo, ID Card copy, Household chart, education qualifications and references (PDF Version)to:**

Head Office:

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

Branch Office:

**Myanmar Red Cross Society
No. 121/2, Zay Pine ward,
Khwar Nyo Street Shan State, Taunggyi**

(or)

Email: mrcshr.tgi2022@gmail.com

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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