



Myanmar Red Cross Society

HR-VA No.013- Human Resources 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.

Human Resources Officer

No. of Post	: 1 post
Report to	: Assistant HR Manager
Department	: Human Resources Department
Duty Station	: Naypyitaw/Yangon
Grade	: D-2
Benefits	: Salary + Insurance + Monthly Allowances + Periodic Allowances + Training + Communication Charges + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Home Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave

Application Period : 29-January-2026 to 12-February-2026, 16:30 p.m.

Brief Intro About Department or Program: 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 500 employees around Myanmar.

Purpose of the Position: Human Resources Officer will responsible for the process of Recruitment and Selection, Compensation and Benefit sector and Performance Management. HR Officer will assist in implementation of HR policies and procedures and direct duty assign by Director of HR. In addition, he/she will undertake onboarding and orientation processes of new staff and involve in HR training and development process.

Duties and Responsibilities:

Recruitment & Selection

1. Handling of Recruitment and Selection process at Head Quarter, and field level including interview which are based on requirements.
2. Carry out briefing orientation programme for new employees.
3. Ensure all the documents related to Recruitment and Selection process are maintained in line with MRCS HR practices in regular manner.

"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"

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

MRCS-ICRC/ Human Resources Officer for HR Dept/NPT/YGN(29/1/26)



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Development

4. Develop and keep up to date policies and procedures relating to Recruitment and Selection processes.
5. Support Assistant HR Development Manager in developing and upgrading, MRCS standard operation procedure practises to attract and identify suitable candidates for vacancies and human resources plan.

Compensation and Benefit

6. Ensure to implement staff insurance policy and procedures in detail manners such as preparation, calculation, reporting and claimant.
7. Ensure to make the detail calculation of salary and benefit based on performance review.
8. List for due increment, in timely manner.

Performance Management

9. Distribute and inform to staffs, supervisors and department head to evaluate Performance for Periodically of MRCS practices.
10. Collect evaluation form and check with performance appraisal guide line.
11. Check and validate to get approval and prepare needed document to issue office order.

Data Entry

12. Entry the data, keep all the records and documents in the HR office filling system.
13. Record and analysis staffs' performance data.
14. List for staff promotion, termination, end of contract, outstanding, need training for capacity development based on annual performance evaluation.

Coordination

15. Coordinate and collaborate with other Departments to assist HR related matter.
16. Coordinate with HR Officers (performance management, HR development, compensation benefits and data base) to ensure HR recruitment and selections practices are aligned with other human resources functions of MRCS.

Reporting

17. Prepare monthly report including recruitment status, challenges and recommendation.

Others

18. Assist to organize, provide, and facilitate awareness raising workshop/ training/ meeting to all staff members regarding the HR policies and procedures, if needed.
19. Perform any other duties assigned by Supervisors.

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Skills, Competencies and Requirements:

- **Must be University Degree Graduate**
- Relevant Diploma or certificate
- Minimum 2 years of experience in Human Resources
- Knowledges of overall HR functions
- Effective presentation skill and facilitation skill
- Excellent computer literacy and data management skill
- Ability to handle confidential information with integrity
- Strong skill in numerical recording, data maintenance
- Strong interpersonal and communication skills
- Able to work well in a team and live in stressful situations
- Ability to travel anywhere at short notice
- Ability for follow Red Cross (7) Fundamental Principle, MRCS Policy, Strategies and Guidelines
- Understanding of Commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- Experience Of Working for the Red Cross/ Crescent is preferred
- **Red Cross Volunteers and females are encouraged to apply**

****Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:**

Head Office:

Myanmar Red Cross Society

Razathingaha Road, Dekhinathiri Tsh,

Nay Pyi Taw

Yangon Office:

Red Cross Building

No.42, Strand Road, Botahtaung Township,

Yangon

Email: mrcshrrecruitment@redcross.org.mm

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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