



# Myanmar Red Cross Society

HR-VA. 005.1 – 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

<b>No. of Post</b>	<b>: 1 post</b>
<b>Report to</b>	<b>: Programme Manager/ HR Officer</b>
<b>Program/Project</b>	<b>: Community Based Programme for Malaria Prevention</b>
<b>Department</b>	<b>: Health Department</b>
<b>Duty Station</b>	<b>: Naypyitaw/Yangon</b>
<b>Grade</b>	<b>: D-1</b>
<b>Benefits</b>	<b>: 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</b>

**Application Period : 4-May-2026 to 18-May-2026, 16:30 p.m.**

**Brief Intro About Department or Program:** Myanmar Red Cross Society (MRCS) 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 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

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*MRCS-IUNOPS/Assistant HR Officer for Health Dept/Npt/Ygn(4/5/26)*



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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 the HR Officer and Program Manager, and in close cooperation with the Head Quarter (HQ) HR Department, the Assistant HR Officer will support the Human Resources Department in implementing HR functions for both the Head Quarter and assigned Field Office(s). The position ensures effective HR administration, recruitment support, staff records management, and compliance with HR policies and procedures.

## **Duties and Responsibilities:**

### **HR Administration & Personnel Records**

1. Maintain accurate and up-to-date personnel files for HQ and Field Office staff (both hard and soft copies).
2. Assist in preparing HR correspondence, contracts, amendments, confirmation letters, and other HR-related documents.
3. Support updating HR databases, staff lists, and leave records.
4. Ensure confidentiality of all staff information.

### **Recruitment & Selection Support**

5. Assist in recruitment processes for HQ and Field Office positions, including vacancy announcements, application screening, interview coordination, and documentation.
6. Prepare recruitment files and ensure proper filing in line with HR procedures.
7. Support communication with shortlisted candidates and departments.
8. Organize interviews process, reference checking, job offering and contracting new Staff.

### **Training & Exit Processes**

9. Support staff induction and orientation for new employees at HQ and Field Office.
10. Assist with staff deployment, transfers, and contract end processes.
11. Prepare exit documentation and assist with clearance procedures.

### **HR Support to Field Office**

12. Act as HR focal support for assigned Field Office(s) while being based at Head Quarter.

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13. Coordinate with Field Office focal persons on HR matters, including attendance, leave, staff movements, and documentation.
14. Provide guidance on HR policies and procedures to Field Office staff as required.
15. Travel to Field Office(s), including Taunggyi, when necessary to support HR activities.

## Policy Compliance & Reporting

16. Ensure HR activities comply with organizational HR policies, procedures, and labor regulations.
17. Assist in preparing HR reports, summaries, and statistics as requested.
18. Support audits and internal reviews related to HR documentation.

## Coordination and Cooperation

19. Coordinate with respective HR officers at HQ for case approval process, getting require technical supports and information.

## Other Duties

20. Support HR trainings, meetings, and workshops when required.
21. Perform other HR-related duties as assigned by the supervisor.

## Skills, Competencies and Requirements:

- **Must be University Degree Graduate**
- Minimum **1-2 years of HR and administrative experience**, preferably in an NGO/INGO or Humanitarian Organization
- Basic Knowledge of HR functions, recruitment processes, and personnel administration
- Willingness and ability to reside in Nay Pyi Taw and travel to the Taunggyi Field office as required
- Good organizational and time management skills
- Strong attention to detail and ability to handle confidential information
- Ability to work independently and as part of a team
- 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

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- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- 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
- Applicants are required to fully comply with MRCS staff regulations, the organization’s code of conduct, PSEA policy, child safeguarding standards, anti-fraud and corruption measures, equal opportunity principles, and all other zero-tolerance policies and procedures

**“We strive to advance diversity and gender equality across our organization and strongly encourage applicants from diverse backgrounds 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](mailto:mrcshrrecruitment@redcross.org.mm)**

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

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

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