



Myanmar Health Assistant Association
Vacancy Announcement (VA-132/2020-MHAA-HR)

Position Title	Human Resource Manager
No of post	1
Department	Human Resource Department
Location	Yangon (HQ)
Report to	Head of Program
Grade	E2
Application Deadline	4 September 2020

Myanmar Health Assistant Association (MHAA) is a national association of public health professionals striving towards accessible and equitable quality public health services through health promotion, prevention and control of diseases. MHAA will stand as a united, independent organization earning public trust and international recognition. MHAA implements health programs in Myanmar, which focuses on strengthening and improving access to coordinated, effective and comprehensive health care services for the well-being of the communities. MHAA is currently operating various projects with the program area of Disease control, RMNCH, Nutrition, WASH, HSS and Emergency response across the 76 townships in Myanmar. MHAA's headquarter is located in Yangon and branch offices are distributed in all levels-State/Region, district and township levels throughout Myanmar. Core Values of MHAA are Accountability, Respect on human dignity, Empathy, Non-discrimination, Integrity, Professionalism. See more about the MHAA on website: www.myanmarhaa.org.

Position Summary

Reporting to the Head of Program, the HR Manager is responsible for planning, developing HR policy, and leading all MHAA HR activities. The HR Manager is expected to work closely and coordinate with the Program, Finance and other supportive teams, contributing to a culture of energy, innovation and excellence within the organization.

Specific Duties and Responsibilities

Human Resource Management

- Implement Human Resource policies in support of organizational goals and ensure the consistent application and interpretation of existing policies through appropriate consultation, coaching and communication, and manage HR team
- Ensure that all staff have an understanding of Human Resources procedures through orientation, training, coaching and mentoring
- Supervise the effective attendance of staff, leaves in all offices and work closely with project managers to manage attendance, leave record and accuracy of timesheet
- Ensure that all staff have personal files that are up to dated, contact details etc.
- Lead in communication with the auditors concerning with the HR procedures and process
- Be representative and actively participate in internal and external meetings, trainings, events



Recruitment and Selection

- Manage the day to day recruitment and selection function to ensure that adequate staffing is maintained for successful program delivery through effective recruiting process
- Work closely with hiring managers to the right job descriptions, proper authorization and application of recruitment procedures are followed and right timing for recruiting activity
- Relevant and valuable candidates are identified and considered for all openings, regardless of race, ethnicity, religion, gender, sexual orientation or political views
- Develop, maintain and share recruitment trackers with management staff regularly

Compensation and Benefits

- Ensure staff understand their benefits package and ensure an effective administration of the benefits
- Establish the wage and salary structure, pay policies, and oversees the variable pay systems within the organization including bonuses and raises
- Liaise with Finance Department to ensure payroll administration to inform them of updating any changes of staff contract and payment to reflect on monthly payroll and timesheet
- Manage the information held on the HR database and personnel files to ensure it is updated in a timely and accurate manner and complies with any legal or data protection policies
- Ensure to complete Performance Management Evaluation (PME) for all staff and function to link with annual increment
- Assist with the annual salary review process, as and when required

Reporting

- Review and submit monthly recruitment reports to Head of Program and share to relevant management staff
- Review and submit monthly tracking on staff leave accrual, individual service contracts, disciplinary actions, training to Head of Program
- Carry out any additional tasks in accordance with the project proposal as requested by Line Supervisor and Senior Management Team
- Follow HR roles and regulations of MHAA with the direct supervision of Head of Program

Skills and Requirements

- Previous experiences in NGOs, international organizations or similar environment, preferably diploma, master related with HR and development sectors.
- Demonstrated excellence in the development and successful implementation and administration of HR systems.
- Good knowledge and experience with legal and regulatory provisions regarding labour relationships for national worker.
- Solid experience in orientation, planning and management of training and professional development activities and programmes.
- Excellent computer skills in a Microsoft Windows environment. Must include knowledge of Excel and skills in Human Resources Information Systems (HRIS)



- Clear and concise written and spoken Myanmar and English

Personal Qualifications:

- Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen and diplomacy
- Strong Interpersonal skills, time management skills and organizational skills with ability to manage staff and address conflicts as necessary
- Able to travel to fields as necessary
- Ability to work systematically, accurately, independently and under pressure
- Excellent critical thinking, analytical and problem-solving skills
- Ability to act as a role model in the following the organization Code of Conduct, HR rules and regulations

Application Instructions

Candidates should submit their application including Curriculum Vitae (Only Word File or PDF File), Application letter and copies of educational certificates to Myanmar Health Assistant Association at hr.recruitment@myanmarhaa.org quoting “**Human Resource Manager VA-132/2020 MHAA-HR**” referring clearly to the **Vacancy Announcement Number** and **Location** in the **subject line**. The deadline for submission of application is no later than 4.9.2020 (5.00 pm) Myanmar time on.

- **Application will not be successful if applied position is not mentioned correctly.**
- **Only short-listed candidates will be contacted for interview. Telephone query will not be answered.**
- **Application received after the closing date and time will not be considered.**

MHAA is an equal opportunities employer. We welcome applications from all qualified candidates regardless of race, ethnic origin, religion, age, gender, sexual orientation or disability. In an effort to improve the gender balance within the organization, qualified female candidates are strongly encouraged to apply.

HR Unit

Myanmar Health Assistant Association (MHAA)

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TB Hospital Road, Aung San, Insein Township, Yangon, Myanmar.

Tel: 95 – 9- 409832273

Email: hr.recruitment@myanmarhaa.org