

Vacancy Announcement

Ref: MAUKJV003-2018

Post	Sr. Admin HR Officer (1 Post)
Location	Yangon
Starting Date	March 01, 2018
Duration	One Year Extendable Contract (Probation Period 3 months)
Vacancy Opening Date	February 08, 2018
Vacancy Closing Date	February 22, 2018
Final Selection	February 27, 2018

MA-UK is an international non-profit non-governmental organization registered in Myanmar. We have been delivering aid to Myanmar since 2012. Our organization has been providing vital emergency assistance and long-term development projects to thousands of people in dire need of humanitarian assistance throughout Myanmar each year. Our areas of work include Education, Livelihood, WASH (Water, Sanitation & Hygiene), and Emergency Response.

Report to: Country Director (MA-UK)

The Senior Admin & HR Officer will provide professional advisory and administrative support to the MA-UK country office and sub offices in the areas of HR and Admin, which includes procurement, Logistic, IT, security and Health & Safety. The Senior Admin and HR Officer will have the responsibility for regularly reviewing all the relevant policies, procedures and practices and ensuring that these are consistently updated and implemented to enable MA-UK to work in an efficient manner and in compliance with Local Labour Law.

Main Responsibilities

HR Responsibilities

1. Effectively manage and administer staff recruitment & selection process in order to ensure that all policies and procedures are adhered to and required advise/support is provided to the recruitment panel during the process, resulting in quality staff being recruited.
2. Develop and maintain Recruitment and Selection progress report on an annual basis.
3. Provide all new starters a formal orientation in to the organisation and all the relevant policies and procedures.
4. Ensure all the required documentations for new starters are collected and maintained appropriately.

5. Administer the compensation and benefits package in line with the local labour law and MA-UK policy.
6. Provide adequate and accurate guidance to staff on the submission of medical claims.
7. Ensure that all job descriptions are reviewed and updated annually and provide relevant advice/support to line managers as necessary.
8. Ensure that all employees are provided a copy of their up to date job descriptions and that they understand their role and responsibilities.
9. Provide regular training/coaching to line managers on conducting effective performance appraisals based on MA-UK policies and procedures.
10. Effectively monitor the entire performance management process, ensuring its timely initiation, completion and revision as necessary.
11. Assist in conducting training need analysis for staff on an annual basis and facilitate/deliver training accordingly within the available budget.
12. Review all staff contracts and provide up to date employment contract that reflect current MA-UK policies and procedures and local labour law.
13. Ensure that all staff understand their employment contract and comply with its terms and conditions.
14. Ensure that all employees operate in accordance with MA-UK policies and procedures and relevant local legislation, including but not limited to the Code of Conduct, Conflict of Interest, Due Diligence, Security, Health and Safety, etc.
15. Conduct frequent field visits to all sub offices of MA-UK, including effective communication and coordination with sub office staff, in order to ensure compliance to MA-UK policies and procedure.
16. Support the Admin and HR Manager in ensuring all employee relations issues are effectively managed and amicably resolved, in accordance with MA policies and procedure and local labour law, including grievance and disciplinary cases.
17. Regularly review, update and implement relevant policies and procedures, including reviewing and maintaining staff handbook, in line with the local labour law.
18. Assist in the design and implementation of the operational structure and staffing requirements for the effective implementation of MA-UK activities.

Admin Responsibilities

19. Maintain a comprehensive and coherent filing system, both manual and electronic, for HR and Admin, in line with MA HQ practices.
20. Maintain an up-to-date list of relevant company contacts and vetted suppliers.
21. Ensure that all incoming and outgoing letter correspondence is processed in a timely manner, including registering and distributing to relevant person.
22. Assist in developing and maintaining a risk register for HR and Admin, and ensuring effective controls are put in place and timely action is taken to mitigate the risks, including prompting reporting these to the Country Director and to MA HQ HR.
23. Assist in developing and implementing robust and effective security, Health & Safety and emergency evacuation plans and procedures.
24. Provide orientation and annual refresher training to all staff on MA-UK Health & Safety and emergency evacuation procedures in order to ensure that these are implemented effectively.
25. Assist in conducting regular Health & Safety assessments, fire alarm checks and fire drills in all MA-UK offices and promptly address any hazards/risks identified. In addition, maintain a record of the hazards and risks identified and any action taken.
26. Assist in the development and implementation of MA-UK County Office security manual in accordance with the security situation in the country and in different regions of the country.

27. Ensure that IT infrastructure and equipment is monitored and maintained regularly.
28. Ensure the effective management and record keeping of office inventory, assets and vehicles.
29. Ensure smooth provision and management of logistical and procurement requirements.
30. Assist in conducting regular reviews and audits of logistic and procurement procedures and practices and provide necessary support to keep systems functional in an effective manner in line with MA policy and procedure.
31. Assists with receiving visitors, places and screen telephone calls (Flexi) and responds to routine inquiries.
32. Coordinate with the Country Director and with other senior management staff when needed on activities related to programme implementation, financial management and budgetary control.

General Responsibilities

33. Build and maintain positive, professional and effective working relationships with all relevant internal and external stakeholders, including donors, government officials and MA HQ HR.
34. Work proactivity and collaboratively with MA HQ to ensure all relevant policies, procedures and practices are in line with the wider organisation.
35. Represent MA-UK in a professional and appropriate manner at all times.
36. Demonstrate commitment to MA's mission, vision, and objectives at all times.
37. Champion our values of compassion, empowerment, justice for all and accountability when performing your work.
38. Promote gender equality, diversity and equal opportunity in all the HR and Admin practices.
39. Effectively manage admin and support staff through regular support, coaching, training, 1.2.1 meetings and performance reviews.
40. Recommend new approaches, policies and procedures to ensure effect continual improvements in efficiency of departmental operations and services provision.
41. Network with other International Development Charities to ensure all relevant policies and procedures are in line with the wider sector.
42. Proactively maintain up-to-date knowledge of human resources management and admin good practice and relevant local law in order to effectively adapt to the changing environment of NGO sector and forces of the competitive world.
43. Participate in all meetings, committees, forums, projects and assignments as required and expected.
44. Assist in organising and coordinating special events, workshops and monthly staff meetings.
45. Maintain highest standards of honesty and integrity in all disciplines.
46. Comply with all policies, procedures, legal and regulatory requirements.
47. Any other duties commensurate with the accountabilities of the post.

**Application should be sent to hr@mauk-myanmar.org
no later than 16:00PM, February 22, 2018**

**Equal Opportunity &
Diversity Employer**