



Myanmar Red Cross Society

HR-HQ VA No. 111.1 – 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 Human Resources Manager
Department	: Human Resources Department
Duty Station	: NayPyiTaw/Yangon
Grade	: D-2
Benefits	: Salary + Insurance + Transportation Allowance + Health Benefit Allowance + Supplementary Allowance + Training + 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 : 19-November-2024 to 3-December-2024, 16:30

Background of the Department

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

The **Human Resources Officer** will be responsible for the overall HR functions for the process of Recruitment and Selection, Compensation and Benefit sector, Training & Development and Performance Management of the daily Operation of the Human Resources Department of MRCS.

Duties and Responsibilities

Recruitment and Selection

1. Handling of Recruitment and Selection process at Nay Pyi Taw, Yangon, and field level interview which are based on requirements.
2. Must be able to patiently explain and guide with the relevant departments for staff selection and appointment issues.
3. Develop and prepare staffing procedures and related documents based on issues that arise from time to time.

"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/HR Officer for NayPyiTaw/Yangon/HR Department (19/11/2024)



Myanmar Red Cross Society

HR-HQ VA No. 111.1 – Human Resources Officer



Compensation and Benefit

4. Implement and learn the staff and RCVs insurance processes in details, documents preparation, calculation, reporting and claiming processes.
5. Ensure to make the detail calculation of staff individual salary and benefit based on performance review, social benefits, leave record and increment processes as normal.
6. Must be active to prepare monthly list of performance appraisals and the date of salary increase and other HR routines.

Performance Management

7. Distribute performance appraisal forms and inform to staffs, supervisors and department head/directors to evaluate performance for (Probation period or Annual).
8. Collect evaluation forms and check with performance appraisal guide line.
9. Check and validate to get approval.
10. Prepare needed document to issue office order.

Data Entry

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

Coordination

14. Coordinate and collaborate with other Departments to review, revise and develop job description and job specification and other HR matters.
15. Coordinate with Finance department to undertake financial processes related to working advances, receipts, expenditures and ensure management of financial records.

Reporting

16. Prepare the monthly and annual progress report to supervisor in time.

General

17. Assist to organize, provide, and facilitate awareness raising workshop/ training/ meeting to all staff members regarding the HR policies and procedures, if needed.
18. Handle staff resignation case and gather information from staff exit interview feedback.
19. Assist to HR recruitment and selection in field level, if needed.
20. Perform any other duties assigned by Assistant HR Manager and other superiors.
21. Perform duties assigned by Senior Management team from time to time.

Skills, Competencies and Requirements

- **Must be University graduated**

"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/HR Officer for NayPyiTaw/Yangon/HR Department (19/11/2024)



Myanmar Red Cross Society

HR-HQ VA No. 111.1 – Human Resources Officer



- Relevant Post Graduate Diploma or certificate are preferred
- Minimum 2 years of experiences in experience in Human Resources field
- One year experience in training and facilitating, payroll
- Well-developed computer skills, with demonstrated competence in Excel, Word and Power point (English and Myanmar)
- Strong skill in numerical recording, data maintenance, interpersonal and communication skills
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Well organized, efficient, with excellent attention to detail and ability to meet deadlines
- Ability to manage and priorities multiple tasks, take initiative and problem solve
- Able to work well in a team and deal with stressful situations
- Ability to follow Red Cross (7) fundamental principles, 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/Red Crescent is preferred

****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,
Nay Pyi Taw.

Branch Office:

Myanmar Red Cross Society
No. 42, Red Cross Buildingsd, Strand Road,
Botahtaung Township, Yangon. (or)

Email: mrcshrrecruitment@redcross.org.mm (or)

For more information and application, please visit to the www.redcross.org.mm

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

"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/HR Officer for NayPyiTaw/Yangon/HR Department (19/11/2024)