

Gender and Development Institute-Myanmar



Gender and Development Institute (GDI)
No. 43, Third Floor, Insein Road, Hlaing Township, Yangon, Myanmar
Office: +95 (0) 1 501 708
Email.gdi.headoffice@gmail.com , gdi.institute@gmail.com

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Gender and Development Institute-Myanmar (GDI) (Formerly Gender and Development Initiative-Myanmar) is a Myanmar national NGO established in February 2010. GDI is working for promoting gender equality, sustainable peace and reconciliation in Myanmar through research, training and advocacy initiatives. GDI is a registered organization and works throughout the country. Founders of GDI sincerely and strongly believe that affirmative action for practical realization of equality and non-discrimination principles is essential for achieving sustainable peace, security and development in Myanmar.

Vacancy Announcement

JOB PROFILE

Job Title : Senior Admin and HR Officer (1 Position)
Place of Work : Yangon
Duration : 1 years renewable (Fixed-Term Position)
Starting Date : As soon as possible
Report to : Executive Director
Salary Range : Between 6 Lakh to 8 Lakh

JOB PURPOSE

To ensure smooth human resource management functions and part of administrative functions related to travel and event management following organizational policies and procedures.

KEY DUTIES AND RESPONSIBILITIES

Human Resources:

- Ensure all HR policies and processes are in place and up-to-date as per GDI-Myanmar employee handbook
- Review and update all human resources policies to meet the organization's needs.
- Advise line managers and other employees on employment law, policies and procedures

- Ensure proper filing of personnel documents and maintain a digital archive of personnel documents.
- Ensure proper record keeping of attendance, leave and national/international travels.
- Follow standard recruitment process ensuring fairness, transparency and competition including recruitment of short term consultants.
- Ensure recruitment process documentation with assessment sheets.
- Review/develop job descriptions in consultation with team leaders and ensure every staff has a JD in their personnel file.
- Ensure proper induction of a new employee following induction protocol. Review/update the induction protocol time to time.
- Review and update performance management system and ensure timely performance appraisals.
- Prepare staff development schedule in consultation with team leaders and keep track of employees training and ensure pre-and post-training reports.
- Review and update staff departure protocol and conduct severance processes of all staff as per departure protocol.
- Ensure proper orientation on HR issues to all new staff.
- Preparing monthly staff statistical data, salary payroll, taxation sheet and other benefits documentation for submission to the finance staff in charge as well as periodic HR reports.
- Ensure efficient administration of personal tax and SSB benefit for all staff including liaising with relevant township authorities.
- Review and advise updates on grievance policy and Code of Conduct

Administration:

- Responsible for the implementation and ongoing maintenance of all office policies and procedures.
- Ensure a well-running office by managing day-to-day administrative activities including management of mail delivery, receiving visitors and telephone, communications, record keeping, typing office letters, printing, photocopying and updating information.
- Ensure a proper administrative filing system
- Supervise the procurement, logistics, major servicing, and replacement of office equipment, fittings and vehicles.
- Undertake the management of all tenancy issues with Landlord and agents
- Take responsibility and act as liaison with government officials on all travel authorization, visa, work permit and operations.
- Undertake and manage of all communications and IT systems to ensure staffs receive prompt IT support
- Manage office library system, printing and other Admin and HR documents
- Oversee physical count of office and field offices assets periodically and updating the assets register
- Organize major office meeting, workshop, training, event and organizational activities
- Regular visit to the field offices to provide training and support in administration.
- Perform any other duties assigned by Executive Director and Deputy Director

PERSON SPECIFICATIONS

- Post-secondary education in HR Administration/Management or equivalent of proven relevant experience
- At least 5 years experience managing office administrative and human resources management field preferable in NGO or private sector
- Good computer proficiency (MS Word, Excel, Power Point etc...)
- Capacity to learn quickly, adapt, communicate and collaborate with all staffs
- Demonstrated ability to lead a big team
- Strong communication, presentation and reporting skill
- Good Myanmar and English written and spoken language skills
- Good systematic filing and document management skills
- Willingness to work extra hours when required to meet organization objectives
- Future oriented, thinks strategically and on a management scale

How to apply

Interested and qualified candidates should send the applications with CV, letter of motivation, expected salary, names and addresses of three reliable referees and copies of certificates to:

HR and Admin Department
Gender and Development Institute - Myanmar
No. 43, Third Floor, Insein Road, Hlaing Township,
Yangon, Myanmar
Ph: 95 (0) 1 501 708, 09 970083814

Or in electronic form to: Email: gdi.headoffice@gmail.com, gdi.aodpt503@gmail.com

Closing date for applications is 10th Feb, 2020 at 1:00 pm.

Only short listed candidates will be contacted.

In case of equal qualification, preference is given to a qualified candidate from ethnic minority.

Both women and men are equally encouraged to apply.

THESE POSITIONS ARE FOR MYANMAR NATIONALS ONLY.