

Job Announcement - 09/2024

[April 24, 2024]

Job Title	: Human Resources Generalist
Division	: Support Services Division
Location	: Yangon
Report to	: Head of HR Department
Contract Term	: One-year (Annually renewable)

Who we are:

PSI is a network of locally rooted, globally connected organizations working to achieve consumer-powered healthcare -- people-centered health systems that ensure quality, affordable care wherever and whenever it is needed. Our origins in sexual and reproductive health have grown into a broader mission. Today, we work with the public and private sectors as well as local communities, prioritizing people's voice and choice and developing solutions to meet their essential health needs. Over the past five decades, we have helped push boundaries, break taboos, set trends, and develop innovative solutions to complex global health challenges.

Population Services International Myanmar (PSI/Myanmar) is a non-profit, non-political, and non-religious organization and equal opportunity employer. We work to make it easier for people in the developing Myanmar to be healthy by providing access to products and services that has been implementing health programs throughout the country for the past twenty-eight years.

Join Us:

PSI Myanmar seeks a Human Resources Generalist for the day-to-day management of core HR operations functions such as recruitment, compensation, compliance, and employee relations including managing the administration of the policies and procedures.

Your Contribution:

- Facilitate in recruitment processes including internal staff movement,
- Administer the payroll and employee benefits -- provide support to employees for the compensation package,
- Conduct employee onboarding and organize training & development initiatives which involves employee orientation, and annual refresher trainings,
- Undertake tasks around performance evaluation process and organize bi-annual and annual employee performance evaluation process,
- Support and facilitate all HRIS system implementation services and maintain the records of employee database and personnel files in electronically as per internal practices,
- Perform and manage the regular and ad-hoc reporting for all HR functional service,

- Require to involve in the policies reviewing, updating, and implementation process, and communicate to all employees through the different communications channels within organization,
- Ensure the compliance with labor regulations for all HR operations,

What are we looking for:

- Bachelor's degree with professional diploma in HR Management.
- Must have minimum of three years' experience in related field.
- Understanding of general human resources policies and procedures.
- Good knowledge of employment/labor laws.
- Outstanding knowledge of MS Office and HRIS systems will be a plus.
- Proficiency level of communicative English language.
- Excellent communication and people skills, aptitude in problem-solving, and desire to work as a team with a result driven approach.

How we select the right candidate:

Evidence based selection would be applied through the written assessment, personal interview, reference check for being fit with the proven skills, experience and abilities indicated in the announcement.

Please join with us by applying through the link: Your application along with Resume / CV should be submitted ONLY online through the [Apply Link](#) before **May 05, 2024 (Sunday)**.