



**Role Description: HR & Admin Assistant
(Re-announcement)**

Starting Date: As soon as Possible

About Doh Eain

Doh Eain ("Our Home") is a multi-disciplinary restoration and placemaking social enterprise based in Yangon, Myanmar. In a world of rapid urbanization, we want to make sure cities are places with identity and that they are livable, inclusive and sustainable. That is why we specialize in preserving heritage, improving public space, and organizing activities that connect people to places.

Founded in early 2017, our office brings together skills in research, participatory design, restoration & construction, and cultural programming. Key to our approach are building owners and residents, with whom we work together closely in making explicit the value and potential of existing historical, cultural, social and natural assets in the city. Owners and residents are the central agents in our design processes in order to ensure local ownership and impact.

Vision: Collectively, we can make cities more vibrant, inclusive and sustainable places to live, work and enjoy.

Mission: Doh Eain preserves heritage, improves public spaces and organizes activities that connect people with places, employing a user-centered, participatory approach. In doing this we aim to inspire and enable people to participate in re-shaping their city while retaining cultural heritage.

Principles: The principles which inform and shape our work help us select and shape projects, making sure we select and design them so that we achieve our desired impacts. These principles are: Participatory, Asset-based, Inclusive, Environmentally Sustainable, Financially Sustainable and Contributing to the Livelihoods.

Doh Eain Holding (DEH), registered in Singapore, is the parent company, and Doh Eain Limited is the locally registered company under DICA. We work with social investors, clients and donors on a variety of revenue-generating and non-profit projects.

Admin & HR Assistant

We are seeking a proactive and detail-oriented **Admin & HR Assistant** to join our People & Culture Team. This role is responsible for managing day-to-day administrative operations,



ensuring effective office management, and implementing Doh Eain's administrative practices to support the entire team.

Under the supervision of the **People & Culture Officer**, the Admin & HR Assistant plays a key role in maintaining efficient office operations, overseeing administrative systems, and ensuring compliance with internal procedures. This position requires strong organizational skills, attention to detail, and the ability to manage multiple priorities independently.

If you are passionate about creating a well-organized and supportive workplace environment, we would love to hear from you.

Key Responsibilities

1. Administration

- Organize logistics and arrangements for monthly team meetings, Academy sessions, and P&C-related activities like engagement, birthday, farewell etc.
- Manage office communication and correspondence (emails, letters, etc.).
- Monitor office supply inventory, prepare monthly supply requirement lists, and report stock availability and shortages on a regular basis
- Manage end-to-end procurement and quotation processes for all office and event-related purchasing needs.
- Oversee production of onboarding employee lanyards, ID cards, and business cards.
- Monitor office printers and power backup systems, internet ensuring proper maintenance and functionality.
- Ensure cleanliness and organization of common areas by supervising cleaners.
- Coordinate maintenance and repair of office assets as needed.
- Conduct daily morning checks to ensure office supplies and essential items are available.

3. Human Resources

- Assist in attendance tracking and maintain accurate records in the HR system
- Support recruitment and onboarding processes, including scheduling interviews and preparing onboarding documents
- Provide necessary support in internal and external learning & development process

- Maintain and regularly update employee records, ensuring data accuracy and confidentiality
- Coordinate with Line Managers to handle timely email setup for new hires and account deletion for resigning employees.
- Handle and track the DE CAP APP software, ensuring accurate data entry for employee time logs, leave balances, and prompt resolution of system issues.
- Perform other duties as assigned by the Line Manager.

Key Skills:

- Excellent communication skills
- Strong attention to detail and accuracy
- Good interpersonal and collaboration skills
- Proficiency in Microsoft Office and Google Workspace
- Strong organizational and multitasking abilities
- Ability to manage time effectively and handle competing priorities
- Flexible working style and approach, adaptable to changing priorities and organizational needs.

Key Qualifications and Required Experience:

- Bachelor's degree in Business Administration, Human Resources, or a related field
- Minimum 2 years of relevant experience in administration, HR, or a combined role
- Business level of English and fluency in Burmese (both written and spoken)
- Basic understanding of HR systems, personnel records management, and administrative procedures
- Ability to work independently and collaboratively in a team environment

Doh Eain's Core Values

The following staff values are what we seek from all Doh Eain staff. We believe they are the most important values for staff to be successful at their work at Doh Eain, and to help Doh Eain achieve its mission. They are the values we look for in people when we recruit, that we help grow through management, learning and development, encourage Doh Eain staff to consistently display in their work, and hold staff accountable against.

- ❖ Courageous
- ❖ Resourceful
- ❖ Accountability

- ❖ Always learning
- ❖ Professional

Doh Eain has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Doh Eain follows a Bring Your Own Device (BYOD) policy, where employees are expected to use their own computers for work-related activities. To support this, we provide a subsidy for upgrading and replacing laptops every two years.

What do we offer:

Taking a new approach to heritage conservation and urban regeneration, we offer an exciting and innovative environment. Our work has been well received in Myanmar and the region; we have been well covered in local and regional media and are quickly growing into an important voice in the space of restoration and placemaking. You will be a key person in helping shape Doh Eain and realise its impact mission.

Terms of Employment:

- 3 months probationary period
- Fixed Term Contract

Please send your resume, cover letter, and expected salary to talent@doheain.com by 23 October 2026 latest.