



Role Description: People & Culture Officer
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.

People & Culture Officer (About Position)

We are looking for a proactive and detail-oriented **People & Culture Officer** to join our dynamic People & Culture Team. In this role, you will be responsible for managing day-to-day administrative and HR operations, ensuring smooth office management, and



implementing Doh Eain's policies and procedures to support the entire organization.

Reporting to the **Senior People & Culture Manager**, you will play a key role in maintaining efficient office systems, coordinating administrative functions, and ensuring compliance with internal standards. The ideal candidate is organized, reliable, and able to manage multiple priorities with a high degree of professionalism and care.

If you are passionate about fostering a positive, well-organized, and people-focused workplace, we'd love to hear from you.

Responsibilities

Recruitment & Onboarding

- Manage the end-to-end recruitment process, including screening applicants and coordinating interviews.
- Support hiring decisions by collecting interview feedback, and conducting reference checks.
- Conduct new employee orientation and ensure a smooth onboarding experience.
- Prepare and distribute onboarding materials and welcome gifts to new employees on time.
- Prepare and submit the monthly headcount report accurately and within the required timeline.

Compensation & Benefits / Operations Support

- Maintain accurate and up-to-date databases and employee records in both the drive folder and the HR software.
- Prepare, issue, and maintain employment contracts, and coordinate contract renewals or extensions with relevant departments.
- Maintain employee directories and manage leave, attendance, and work-from-home (WFH) records, ensuring accurate monthly reports.
- Manage the end-to-end Social Security Board (SSB) process.
- Collaborate with the Finance team to ensure accurate and timely payroll processing.

Employee Relations & Engagement

- Organize team-building activities, office events, employee birthdays and coordinate monthly team activities.
- Support employee relations by assisting in conflict resolution and conducting hearings below the senior officer level.

- Handle the employee offboarding process, including participation in exit interviews.

Performance Management & Training

- Support bi-annual performance appraisal processes in HR software.
- Organize internal and external training sessions, including the annual training plan and monthly internal training programs.

Administration

- Supervise and support the Admin & HR Assistant in daily office work, including team events, internal communication support, and office asset care.
- Ensure office supplies are always available and procurement and quotation processes are followed correctly for all purchases.

Key Skills

- Strong understanding of HR policies, practices, and employment regulations
- Excellent communication and interpersonal skills
- Strong organizational and multitasking abilities
- Attention to detail and high level of accuracy
- Proficiency in MS Office Suite and HR information systems
- Problem-solving and conflict resolution skills
- Team player with a proactive and service-oriented mindset

Key Qualifications & Required Experience

- Bachelor's degree in Human Resource Management, Business Administration, or a related field
- Minimum 4 years of progressive experience in Human Resources.
- Experience in recruitment, onboarding, and HR operations required
- Familiarity with Myanmar labor law, SSB, and income tax processes
- Strong written and verbal communication skills in English and Myanmar
- Candidates with corporate background preferred

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:

- Fixed Term Contract
- 3 months probationary period

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