



VACANCY ANNOUNCEMENT

Position	Human Resources Officer (HR) Officer.	Department: Finance and Admin
Line Supervision	Reporting to: Finance Manager Managing: N/A Technical Collaboration with: Country Director, Finance & Admin Officer, HR HQ, and Programme Team.	
Work Location	TGH Yangon Coordination Office, with some potential travelling to the field base and visiting partners (depends on requirement)	
Background	<p>TGH was founded in 1994, TGH is a French international solidarity organization based in Lyon. The association designs and implements emergency, rehabilitation and development programs in the following sectors: water, hygiene and sanitation, civil engineering, food security and rural development, socio-educational and psychosocial. TGH is currently operating in 11 countries in Africa, Asia, Europe and the Middle East.</p> <p>TGH has been working in Myanmar since 2008. TGH in Myanmar has been implementing multi-sectoral Emergency Response Projects funded under MHF, HARP-Facility, CDCS and recent ongoing project funded by AFD. This included multi-sectoral assistance in WASH, Child Protection, Education in Emergencies, FSL, Shelter/NFI, COVID-19 Prevention, Preparedness and Response and CSOs/Partner's capacity building.</p>	
Purpose	This position is essential to assist in successful implementation of all activities in Yangon Township, as well to ensure the best and most efficient use of TGH resources. Under the supervision and support of TGH Finance Manager, this position is intended to implement Human Resources (HR) functions / duties for TGH in all TGH Offices, in close collaboration with TGH Senior Management Team (and some might with HQ HR Technical Department when requiring).	
Conditions	This is a full-time, fix-term position for forty (40) hours per week during at for current aim of at least 6 months with possible of extension (July – December 2024).	

Responsibilities and Duties

The Human Resources Officer (HR) Officer is responsible for ensuring to support the team for HR functions are performed in accordance with TGH's regulations, policies and procedures. S/he is expected to provide timely, accurate advice, information and support to management and staff on a range of HR related policies, procedures, systems and practice, including recruitment, terminations, performance reviews, disciplinary actions etc.

The HR Officer will be responsible for the following specific Tasks:

1. HUMAN RESOURCES MANAGEMENT

(POLICY IMPLEMENTATION AND COMPLIANCE)

- In collaboration with the CO Finance Manager (FM), manage the recruitment and selection process of all positions in the project.
- Prepare monthly HR report that includes HR achievements of the month, priorities for the next month, updated organogram, contact list, leave status, trainings done, recruitment update, probationary tracking tool.
- Support the Finance Manager in ensuring the mission HR documents are compliant with the donor guidelines and that the documents are submitted /produced in a timely and orderly manner whenever we have audits.
- Ensure an efficient and secured filing system (physical and electronic files) of all HR & administrative files in all offices in Yangon granting strict confidentiality of employees' personal files, information and other administrative private documents. S/he is required to conduct quarterly internal HR audit to ensure the personnel files are complete at all times.
- Ensure staff employment contracts are renewed in a timely manner with the support of country Finance Manager and HQ HR.
- Make sure updated job descriptions are provided to all new staff and signed copies are secured in CO HR files.
- Ensure JDs are updated regularly, whenever there is a change in job's tasks and responsibilities or reporting relationships.
- Ensure team leave plan is consolidated accordingly.
- Ensure all new staff receives adequate induction from the relevant persons. Seek feedback regarding CO level TGH's induction process from the new hire and recommend areas of improvement.
- Assist implementation of CO TGH's performance reviews including arranging training on TGH's performance review system.

- Assist the Finance Manager in HR tools and partnership HR management developing.
- Conduct field visits or partner office visits as and when needed to ensure HR policies and procedures are in place and provide technical support to field teams.

2. LEGAL COMPLIANCE

- Inform the Finance Manager in case a legal risk is detected within his /her area of responsibilities and support legal advice to the FM in order to prevent it.

3. HUMAN RESOURCES ADMINISTRATION

(PAYROLL, BENEFITS, LOGS & COORDINATION)

- Focal person for the payroll process, ensuring accuracy and timeliness is adhered to the policies implementation and compliance/procedures.

- Ensure review of medical benefits policy including, ensuring that, only medical expenses for the dependents that are recorded in the personnel files are reimbursed
- Ensure staff separation or exit process is done in a timely & respective manner including clearance of all organization items under the custodian of the departing employee, payment of terminal benefit, issuing of work certificate and ensuring the departing staff complete an exit interview questionnaire to determine reasons behind separations of service.
- Support timely logistics/travel arrangement for all staff including visitors from HQ or in coordination with logistic team. Ensure timely process of expat staff local travel authorization, visa, accommodation, transport etc.
- Coordinate with HQ Technical HR department and participate in Forum related to HR coordination as require.

This list of activities is not exhaustive and may change depending on the situation. The line manager may request for additional relevant tasks to participate based on program need.

QUALIFICATIONS

Education (Essential): Bachelor's degree in human resources, social sciences, or related field.

Professional Experience:

- At least three (3) years' working (preferably NGO/INGO) experience in human resources function.
- Good knowledge in Myanmar Employment and Taxation laws proven experience in recruitment processes.
- Knowledge of general payroll practices, procedures, operations and legislation.

Personal Skills:

- Flexible & Adaptable to complex situations.
- High levels of discretion, honesty, and integrity.
- Must be a team player with excellent interpersonal skills.
- Professional, courteous, and able to work with multicultural team/environment or abroad spectrum of people. Excellent organizational skills and attention to detail.
- Open-minded, flexible, self-learner Flexible & Adaptable to complex situations.

Languages Requirements:

- Fluent in English Language (written, spoken, reading).
- Local language is mandatory.

Other Skills & Knowledge:

- Must be proficient in MS Office applications (Advanced skill in Excel databases is an asset).

APPLICATION PROCESS:

If you are interested, please send your CV and Cover Letter to Finance Manager: finance.myanmar@trianglegh.org in word or pdf format mentioning 'HR Officer' in the email subject line. The submission deadline is 05.00 pm MM time on Wednesday 06th May 2024.

“Applicants should submit their CV via email and are encouraged to apply as soon as possible, as interviews will be conducted on a rolling basis.”

Only shortlisted candidates will be contacted.

TGH will conduct criminal records and background checks for the shortlisted candidates. They should provide the related required documents during the recruitment process. This comes in addition to 3 references checks. It will ensure that the selected candidate has appropriate attitude and values for child and vulnerable adults' protection.

Commitment to TGH Child Protection Policy, TGH Anti-fraud and Anti-Corruption Policy and TGH National Internal Staff Regulations is a formal requirement for employment. TGH strongly condemns all corporal punishment or physical violence, threats of physical violence, sexual abuse or exploitation, harassment and verbal abuse, as well as all other forms of intimidation.

TGH applies a "zero tolerance" policy with regard to all misconduct affecting the professional credibility of its employees: TGH staff; partners (local or international) and service providers. This must be respected by the employee throughout the term of his contract, during and outside working hours. The application of those policies is imperative and any breach will result in disciplinary measure.