

Human Resources and Liaison Officer

PURPOSE OF THE POSITION

The Human Resources and Liaison Officer is responsible for assisting the Country Director leading, managing and supervising all aspects of ChildFund Myanmar's Human Resource Management system that includes developing, advising on and implementing HR policies and procedures within the organization. The role will be a key driver in ensuring the effective implementation of HR strategies, policies and processes and the specific HR strategies requires to build capacity and the role will also covers for ensuring staff safety and security. S/he will work closely with all ChildFund Myanmar staff as well as ChildFund Australia HR group. (HR-80% and Liaison-20%)

KEY DUTIES

- Coordinate and support end-to-end recruitment processes, including internal and external advertising, database searches, direct sourcing, shortlisting, interviews and reference checks.
- Coordinate training and capacity-building activities and support line managers in addressing identified development needs.
- Prepare the monthly salary payment list in coordination with Finance and ensure relevant employee information is accurate and up to date.
- Liaise with insurance providers on staff insurance matters and follow up on claims and reimbursements.
- Maintain and update authorised HR software modules, including recruitment, employee profiles, training and leave.
- Act as the HR focal point for compliance with organisational HR policies and procedures.
- Represent ChildFund Myanmar in HR-related matters with relevant government departments and external stakeholders, as authorised.
- **Remain alert and responsive to any child safeguarding risks, acquire relevant knowledge to promote strong safeguarding practices, understand the child safeguarding policy & procedures, and conduct yourself consistent with the Child Safeguarding Policy.**

QUALIFICATIONS & EXPERIENCE

- Relevant tertiary qualification in HR or related discipline
- Demonstrated experience working in a similar role
- Proven ability to maintain strict confidence
- Proven technical aptitude
- Mature, dynamic, hard-working, well-organized and systematic
- Proficient in English

DESIRABLE

- Understand HR policies and compliance and related protocols
- Experience in the international development/NGO sector.

SKILLS

Team Player

Meticulous attention to detail

Multi-tasker

Problem solver

Change champion

Excellence in Communication and interpersonal dealings

CHILDFUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values -
Respect, Integrity, Collaboration, Change,
Empowerment & Excellence

Department: People & Organisational Development

Location: ChildFund Myanmar, 1103, ShweHinTha Towers (Tower-A), Pyay Road, Hlaing township, Yangon

Employment: Full-time, Initial two-year employment agreement, with option to extend upon mutual agreement.

Reports to: Country Director

Other Information: Must have working rights in Myanmar

Qualified women and PWD are encouraged to apply.

Please apply to: <https://teamchildfund.bamboohr.com/careers/687?source=aWQ9MzM%3D>

(Curriculum Vitae, Cover Letter, Information on 3 references and expected salary in USD) by 2026, October 9.





ORGANISATIONAL CONTEXT

ChildFund Myanmar is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 13 million children and their families in over 60 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund Australia began working in Myanmar (formerly known as Burma) in 2012, and works in partnership with children, their communities and local institutions to create lasting change, respond to humanitarian emergencies and promote children’s rights. Projects are implemented in partnership with a range of local civil society organisations, and focus on child protection, access to quality education, and increasing youth resilience, both in urban and rural areas. Disaster risk response and gender equity are mainstreamed across all activities.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Pension Fund & Annual Bonus

10% of base salary will be contributed to a pension fund. You are entitled to one-month annual bonus.

Leave

You will have access to 18 days of paid annual leave (pro-rated for part-time employees), which will increase with time of service with ChildFund. You are also entitled to sick leave, education leave, parental leave, long service leave and bereavement leave.

Medical Insurance

We will provide you with an annual insurance package.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

OUR VISION: A global community, free from poverty, where children are protected and have the opportunity to reach their full potential.

OUR MISSION: We work in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children’s rights.

At ChildFund Myanmar, you will be contributing to every child being able to say: “I am safe. I am educated. I am heard. I have a future.”