



SWANYEE DEVELOPMENT FOUNDATION

စွမ်းရည် ဖွံ့ဖြိုးမှု ဖောင်ဒေးရှင်း

Swanyee is a National NGO providing Emergency Relief & DRR, Rural Development & Poverty Reduction, Environmental Conservation, LIFT and Micro Finance in Delta, Rakhine, Dry Zone. Swanyee is currently seeking to recruit staff following position.

Terms of Reference

Name of Position	:	Human Resource Assistant
Number of Post	:	1 post
Duration of Assignment	:	1 Year, with possibility of extension
Duty Station	:	Yangon
Closing Date	:	6.5.2025

Responsibilities:

- Under the direct supervision of HR Coordinator
- Support the development and implementation of HR systems
- Support Recruitment Committee to prepare for selection of candidates.
- Prepare shortlisting of candidate, arrange recruitment interview plan and support interview processes.
- Organize Reference check, job Offer and staff contract for selected candidate as well as keeping record for other potential candidate for future use.
- Support in internal and external auditing process.
- Maintain all necessary administrative and legal processes connected with employment, such as contracts of employment, personal record, CVs, personal files and attendance.
- Work with the Finance Manager to manage an accurate and efficient monthly payroll process.
- Provide support with Insurance claims as necessary.
- Organize staff Orientation and Induction together with relevant focal staff various units.
- Keeps up to date leave balance of all staff as per their entitled leave categories.

- Granting strict confidentiality of employees' personal files and other administrative private documents.
- Travel to the assigned project site if needed.
- Any other necessary responsibilities as assigned.

Requirements

- University degree and Diploma related to the position.
- Must have minimum 2 years of experience in related field.
- Good literacy, numeracy and IT skills.
- Able to translate both written and spoken Myanmar/English.
- Experience of working in a HR management position with responsibility for recruitment and selection, employee relations and terms and conditions
- Good communication and interpersonal skills when dealing with other staffs.
- Ability to work systematically, accurately and under pressure.
- Honesty and integrity

Submission of application:

Interested candidates who meet the above requirements are required to submit a cover letter, a comprehensive CV, **expected salary** and details of at least 2 referees via E-mail to hr@swanyeegroup.org latest by **6 May 2025 5:00 PM**. Reference & background checks will be performed for successful candidates. Only shortlisted candidates will be contacted.