

VACANCY ANNOUNCEMENT

Human Resource Officer - Yangon (1 post)

1st December 2020

Deadline: 10th December 2020

NYEIN CHAN METTA (R/P-M) is Myanmar's first full-fledged representative and action-oriented interreligious body for reconciliation, peace and development that brings together all of the major religious institutions of Myanmar at the national level and capitalizes on each organization's ability to mobilize its existing infrastructure of thousands of local congregations. It offers a platform for religious leaders on joint advocacy, coordinated program response and training, mobilization of local communities around issues of public concern, and for channeling resources through local congregations and other faith groups. R/P-M is an affiliate of *Religions for Peace (RFP)*. R/P is the world's largest and most representative multi-religious coalition advancing common action among the religious communities for peace, with headquarters in New York and regional and national affiliates in over 93 countries.

R/P-M is seeking the position of Human Resource Officer, who is highly experienced in human resource management. The Human Resource Officer is responsible for managing every aspect of the employment process, including orientation, training, and preparation of the entire employment process.

Responsibilities

- Develop, implement and review HR and OD system process in line with organization needs.
- Develop human resources strategies and monitor wages and salaries, personnel, and general administration.
- Manage the recruitment and selection process.
- Preparing job descriptions, advertising vacant positions, and managing the employment process.
- Oversee and manage a performance appraisal system that drives high-performance skills to be improved.
- Discussing with staff and the management team to ascertain established procedures and routines of the organization and provide recommendations, if necessary.
- Assess training needs to apply and monitor training programs.
- Provide necessary data if Secretary-General and Program Manager request.
- Ensure legal compliance throughout human resource management.
- Liaison and proactive networking with government/statutory bodies.
- Ensuring accurate and proper record keeping of employee information in hard and soft copies.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Other duties as necessary.

Required Qualifications and Experience

- Bachelor's degree in human resources
- A minimum of four years of work experience in human resource management in INGOs/NGOs/CSOs.
- Experiences in using HR software is more preferred
- Demonstrated ability to work in a multi-cultural environment and establish a harmonious and effective working relationship with people of all religious and ethnic backgrounds
- Excellent writing and analytical skills in English and Myanmar languages are required.
- Willingness to travel to project areas, if required and engage with diverse religious and ethnic groups
- Proficiency in computer application – Microsoft Office Word, Excel, PowerPoint, and other applications.

Behavioral Expectation

- Model behavior that reflects a commitment to initiating and satisfactorily completing all tasks within agreed expectations.
- Model behavior that reflects positive organizational values and a holistic, participatory, sustainable approach to development, and behavior that is sensitive to local conditions and culture and the expectations of local leaders.
- Model behavior that facilitates the inclusion of marginalized members of the community in program activities.
- Assure actions are sensitive to the concerns of various parties, trying to develop trust and a long-term perspective where possible.
- Model scrupulous honesty and careful stewardship of financial and other resources
- Commitment to learn and open to change and to try new things. Demonstrated initiative, creativity, and self-motivation. She/he has demonstrated commitment to ongoing personal development.
- Service to clients and other members of the team and help others to learn and grow. Able to consider other's needs and points of view as well as their own. But it can be firm when needed.

Application Instructions

Please send **a cover letter, recent CV with passport size photo, and any expected salary** requirements, preferably in English, to office@rfpmm.org . CC to: secretarygeneral@rfpmm.org ; aandfmanager.rfp.m@gmail.com Three referees should be included in the resume.

Notes:

- Please indicate "**Applying for HR Officer**" in the email subject.
- PLEASE DO NOT send/attach academic certificates.
- Applications are requested to be sent in Microsoft Word or PDF format only.
- Only suitable candidates will be contacted.