

## Vacancy announcement

**Position:** HR Manager

**Number of Positions:** 01

**Organisation:** International Union Against Tuberculosis and Lung Disease (The Union)

**Location:** Mandalay Region, Myanmar

**Travel:** As necessary

### Organisation background:

The Union is a global membership, technical and scientific organisation. We were established in 1920 and are led by people who are committed to our vision, mission and values. Our members are organisations and individuals from all parts of the world. We are made up of government and non-government agencies, charities, donors and funders, professional groups, patient groups and civil society organisations. We bring together clinicians, managers, policy makers, front-line workers and implementers, scientists, patients and survivors, advocates and civil society.

**The Union's Vision:** A healthier world for all, free of tuberculosis and lung disease

**The Union's Mission:** The Union strives to end suffering due to tuberculosis and lung disease by advancing better prevention and care. We seek to achieve this by the generation, dissemination and implementation of knowledge into policy and practice. We aim to ensure that no-one is left behind, people are treated equally and we have a focus on vulnerable and marginalised populations and communities.

### The Union's Values:

- **Quality:** we deliver our services and products to the highest possible standards.
- **Transparency:** we are open and direct in our dealings.
- **Accountability:** we are responsible stewards of resources, deliver on our commitments, and are accountable to our stakeholders.
- **Respect:** we recognise people's intrinsic value and have due regard for the welfare, beliefs, perceptions, customs and cultural heritage of those we deal with.
- **Independence:** we seek to pursue our mission free from interference by conflicts of interest.

### Job Summary:

Reporting to the Deputy Country Director of The Union Office in Myanmar, the HR Manager is required to take a pivotal role in leading and overseeing the daily operations of the Human Resources (HR) department, including hiring and interviewing staff, administering payments, benefits, and leave, and enforcing The Union's policies and procedures. This role encompasses a range of responsibilities, including but not limited to the recruitment, employee management, policy enforcement, and alignment with the Union's mission and objectives.

**Reporting To: Deputy Country Director****Responsibilities****Project portfolio management:**

- Lead and supervise the HR team, ensuring their adherence to work plans, optimal performance, and proactive response to emerging HR issues.
- Manage the end-to-end hiring process, ensuring strict adherence to established HR policies and timely completion.
- Collaborate closely with hiring managers to align job descriptions with required skills and competencies, maintaining consistency, quality, and adherence to organization guidelines.
- Oversee the comprehensive onboarding process for new employees, emphasizing The Union's mission and ensuring their assimilation with essential information.
- Develop and refine HR policies and procedures, ensuring their alignment with local customs, legal regulations, global standards, and donor mandates.
- Exercise meticulous oversight of HR-related costs, including staff contracts, payroll, and allocation across various programmes.
- In close collaboration with Chief HR Officer from HQ, lead the formulation of performance objectives and the performance cycle process, upholding The Union's accountability benchmarks and providing clear evaluation metrics for staff and supervisors.
- Provide guidance to supervisors in addressing performance-related issues, orchestrating actions in accordance with Union policies.
- serve as a reliable HR advisor and reference point for staff in handling HR-related matters.
- Collaborate with the Learning and Development Head to establish staff objectives, fostering impactful staff development and wellness initiatives that address performance gaps.
- Spearhead the digitization of HR processes to enhance overall HR management efficiency.
- Stay well-informed about HR trends and labor laws, and adapt policies accordingly to remain compliant and progressive.
- Liaise with The Union's headquarters and the Myanmar Senior Management Team to execute HR initiatives and fulfill additional HR responsibilities as needed.
- Undertake any supplementary tasks delegated by the supervisor.

This role demands an individual with exceptional leadership, organizational, and interpersonal skills to effectively manage the HR department's functions while aligning with The Union's overarching objectives. The HR Manager will play an integral role in supporting the well-being and performance of The Union's workforce in Myanmar.

This job posting outlines the essential duties of the position. It neither specifies nor restricts the precise tasks that may be assigned to fulfill these responsibilities. This document should not in any way be construed as an employment contract. This document is subject to review and revision at any time by management.

## Personal Skills

To excel in the role of HR Manager, candidates must meet the following qualification criteria:

- Possession of a Master's degree in the field of Management and Leadership, with an HR certification considered an advantageous addition.
- Demonstrated success through a minimum of 7 years of relevant work experience within the NGO sector or a comparable environment.
- Proficiency in both written and spoken English, facilitating effective communication within the organizational context.
- Exceptional computer literacy, showcasing advanced expertise in MS Excel, Word, PowerPoint, Outlook, and MS365.
- Thorough understanding of employment-related laws and regulations in Myanmar, ensuring compliance in HR practices.
- Astute decision-making abilities coupled with adept leadership skills to effectively guide a team of HR professionals.
- Proactive problem analysis and solution implementation skills, reflecting a forward-thinking approach.
- Exemplary organizational and prioritization skills, coupled with a meticulous focus on details.
- Rapid adaptability and willingness to contribute to the enhancement of a talent management system.
- Utmost respect for confidentiality, particularly regarding patient information and sensitive program-related discussions.
- Display of personal integrity, honesty, and a positive mindset in all professional interactions.
- Strong analytical capabilities, emphasizing a meticulous orientation.
- Innovative problem-solving skills, with a capacity for creative thinking to resolve challenges efficiently.
- Resilience in managing a dynamic work environment marked by concurrent tasks, tight deadlines, and substantial pressure to deliver high-quality work.
- Capacity to effectively manage a high volume of tasks while maintaining flexibility within a fast-paced work setting.
- Unwavering commitment to neutrality and integrity in alignment with The Union's Code of Conduct.
- Alignment with The Union's Mission and Values, showcasing a shared commitment to the organization's overarching goals: [Link to Mission & Values](#)

These qualifications collectively underscore the essential skills, knowledge, and attributes required for the HR Manager role, facilitating the successful management of human resources within The Union's framework.

## To apply

Please send your CV along with a covering letter explaining how your skills and experience fit the position to: [hr.myanmar@theunion.org](mailto:hr.myanmar@theunion.org). Deadline for applications Monday 16 October 2023. Interviews will be held remotely.

***The Union is an equal opportunity employer. For more details about the organisation please refer to our website <https://theunion.org/>.***