

VACANCY ANNOUNCEMENT

The Union Office in Myanmar is seeking applications from dynamic and highly motivated Myanmar nationals for the following vacant position.

Position Title : HR Manager
Duty Station : Mandalay
No of Position : One (1) Position
Department : Human Resources
Reports to : Deputy Country Director
Closing date : 14th January 2024

BACKGROUND

International Union Against Tuberculosis and Lung Disease - The Union is an International Non-profit Organization based in Paris, France. The Mission of The Union is to end suffering due to tuberculosis and lung diseases, old and new, 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 Vision of The Union is a healthier world for all, free of tuberculosis and lung disease.

In Myanmar, The Union provides technical support to various stakeholders, partner organisations and institutions in the health sector, with a focus on TB and HIV and has strengthened the local capacity to deliver high-quality services. Key programmes include an Integrated HIV Care (IHC) Programme for People Living with HIV/AIDS, which has been supported by key donor agencies since 2005 to provide outpatient services and prevention activities to People Living with HIV (PLHIV) in 16 ART centres and 36 Decentralized sites in 38 townships in Myanmar. In addition, The Union's Tuberculosis Programmes including community-based TB case finding activities in 13 townships in Upper Myanmar and MDR-TB Care, which addresses drug-resistant TB at the community level in 27 townships in Myanmar.

Moreover, The Union is part of the HIV/TB Agency, Information and Services (AIS) Activity, which is funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) as well as the Accelerator to End Tuberculosis (TB Accelerator) through USAID. The AIS Activity provides a free, confidential and comprehensive range of TB prevention, testing and treatment services specifically tailored to help people live a healthy life, prevent the spread of new infections and suppress TB in Myanmar.

Due to increasing national demands in the current environment in Myanmar, The Union is looking for an experienced and committed person filling the position of **HR Manager**.

GENERAL MISSION

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.

Key Responsibilities:

- 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.

RECRUITMENT CRITERIA

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.

Application:

Please send your application letter and CV (with THREE contacts for Reference Check), to hr.myanmar@theunion.org.

(Educational Certificates and documents are not required to be sent in this phase of application.)

The Union Office in Myanmar

**Address: Ma-10, 64th Street, between 101st*102nd Streets,
Chan Mya Thar Zi Township, Mandalay, Myanmar**

Recruitment for this position will be on a rolling basis and contingent on the donor's approval until we find a suitable candidate, given the urgent nature of the role. Therefore, it is required of the applicants to submit their applications as soon as possible. Due to the large number of applications received, we regret to inform you that only shortlisted candidates will be notified for the interview.

Note:

- While applying please mention the job title in the subject column of your email.
- Applications submitted after the deadline will not be reviewed.
- The Union in Myanmar is a Tobacco-free environment.

The Union has a zero-tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all employees are required to adhere to the Code of Conduct, which enshrines the principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with and adherence to the Code of Conduct is an essential requirement of all staff.