

VACANCY ANNOUNCEMENT

Job Title	Sr. Human Resources Manager
Department	Operations
Employment status	Full time
Number of Position	1
Location	Yangon, Myanmar
Travel	25% of work time
Reports to	Deputy Human Resources & Administration Director
Reporting to this position	HR coordinators

Community Partners International (CPI) is a U.S. nonprofit organization working in partnership with conflict-affected, hard-to-reach and underserved communities in Southeast Asia to expand access to quality health services and generate the resources, local capacity and coordination necessary to meet their own health, learning, and development needs. CPI's Asian headquarters are located in Yangon, Myanmar, and the organization maintains field offices throughout Myanmar.

Primary Responsibilities

- The Sr. HR Manager reports to Deputy HR & Admin Director while overseeing Learning & Development, Talent Management, Employee Relations, Policy Implementation, Recruitment & Selection, and Compensation & Benefits, and makes sure that all HR practices are following country Labor Law. In addition, the Sr. HR Manager is responsible to support Deputy HR & Admin Director in developing HR strategies, Employee Handbook and Standard Operating Procedures (SOPs).

Learning & Development

- Together with Dy HR & Admin Director, to analyze training needs through Performance Review, and development annual training planner
- To monitor the L&D Database developed by the HR Officer for proper recording
- Develop the training needs assessment and develop the training calendar

Talent Management

- Make sure staff performance appraisals are implemented according to policies, and given professional orientations
- Work with HR & Admin Director & Dy HR & Admin Director to establish succession plan for CPI Key Positions and cultivate talent Pipeline
- Work with HR & Admin Director to organize specific trainings for those who are in talent pipeline
- Develop the database of pipeline staff in accordance with the CPI HR procedure, and monitor it
- Work closely with Deputy HR & Admin Director regarding the reward management process of CPI staff

Employee Relations

- To develop program, implement activities on employee relations and other organizational initiatives such as staff forum, responsive exit interview, etc. to build a strong employee relation
- To make sure that Complaint Mechanism is well implemented throughout CPI Offices
- Work together with HR officer (L&D focal person) on the employee engagement activities under the supervision of HR & Admin director and Deputy HR & Admin Director
- Make sure the staff feedback are well collected in the exit interview

Recruitment & Onboarding

- Work with Deputy HR & Admin Director to establish a recruitment system in CPI and help with implementation
- Supervise the recruitment process are in place and following the CPI rules and regulations
- Make sure to establish a proper orientation system for CPI and the orientations are organized effectively in collaboration with the HR coordinators and HR officer
- Supervise the HR staff to make sure that new staff members sign all the required documents such as Standard of Conduct, and fill all the necessary forms during the orientation/ induction

Operations Management

- Make sure that HR procedures and activities are running smoothly in accordance with the CPI HR policy and SOPs
- Monitor and supervise the progress of committed HR activities and plans
- In collaboration with the HR manager, make sure all documents are auditable and properly recorded.
- Responsible for keeping the HRIS database updated in the BambooHR software
- Establish the payroll calculation and supervise for the timely approval process
- Ensure high quality of work of all supervisees and develop performance and learning plan for supervisees

People Management

- Supervise the HR coordinators for the smooth operational process
- Support the resource management and staffing plan together with Deputy HR & Admin Director
- Manage the capacity of the HR team to be effective and efficient implementations
- Make sure the staff's capacity development and apply their knowledge and skills into the organization

Essential Skills

- Master's degree in Business administration/Human resources or related field
- At least 5 years' experience in related position
- Fluent in written and spoken English and Burmese

- Advanced knowledge of excel, as well as understanding of word-processing, and PowerPoint
- Exposure to NGO work is a plus
- Excellent organizational, planning and analytical skills with attention to details, demonstrated sound judgment and ability to manage simultaneous priorities under deadlines
- Experience of working in a multicultural, low-resource setting
- Ability to apply discretion and handle and sensitive confidential information

APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:

Email: hr.ygn@cpintl.org

- The closing date for application is 17:00pm, **(17-Jan-22, Monday)**, Yangon, Myanmar.
- Please clearly mention the Position and Location you are applying for in the email Subject Line.
- CPI is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.
- Candidates are required to declare in advance should there be any relative or family member currently employed in CPI. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted.
- Contract and position is contingent upon successful award of the project and final approval by the donor.