



Vacancy Announcement No. 2039

Position:	HR Officer	Report to:	Executive Director
Number of Position:	1	Supervision of:	N/A
Financial approval:	N/A	Grade:	B-1
Duration:	one year (renewable based on performance)	Duty Station:	Magway

ABOUT SCVG

SCVG is a local non-profit, youth-driven civil society organization working for children and youth in Magway since 2007. SCVG served several thousands of youth and children through its interventions: HIV prevention, youth empowerment, emergency response in disaster, legal aid, child rights governance, child protection, gender-sensitivity health services, CSO/ CBO strengthening and youth capacity building activities.

During eleven years period of 2007 to 2018, SCVG was able to reach 396 villages under 17 townships of Magway region which brings long-term benefit for an estimated population of 87,449 by undertaking total 19 projects which in combined total accumulative investments of 603,851,477 MMK.

CORE VALUE

SCVG is committed to sharing the core values; (1) Non-discrimination, (2) Mutual Respect, (3) Continuous Learning, (4) Accountability, and (5) Transparency.

PROPOSE OF THIS POSITION

SCVG is seeking a HR Officer, under the direct supervision of Executive Director who is responsible for Human Resource Management of SCVG.

KEY RESPONSIBILITIES

- Responsible for recruitment process of Organization (Vacancy Announcement, Shortlisting, Interviewing, Referee Check, Job offer, Contracting, Orientation)
- Support Executive Director to develop the staff performance management system
- Handle employee relations, payroll, benefit and training
- Support Executive Director to conduct capacity building for employees
- Calculate and arrange staff Income tax and staff insurance process
- Calculation for leave balance and report monthly
- Responsible for documentation of HR management process

PERSONAL QUALIFICATION AND REQUIREMENT

- University Degree with relevant certification or Diploma
- Minimum 1 years of experience in Human Resources preferably with a Local NGO or INGO
- Good communication, team work and inter-personal skills
- Strong knowledge and skills on staff database system and advance excel skill will be an asset
- Ability to develop effective working relationships across a network.
- Good interpersonal skills and ability to form effective working
- Integrity and able to keep sensitive information confidential.

HOW TO APPLY

Interested applicants are requested to submit a cover letter, an updated CV including recent passport-size photo, expected salary in Myanmar Kyat (no requirement of copy of certificates) and two referees (including their name, position and contact details) to info@scvg.org with subject line: **“Apply for HR officer (VA_2039)”** no later than 5:00 pm, 20th Sep, 2020.

Youth are encouraged to apply, and only short-listed candidates will be contacted.

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The above-noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of project demands change so, too, may the essential functions of this position.