

VACANCY NOTICE (URGENT)

We are a Research Institute based in Thailand and urgently seek a highly motivated person for the HR, Logistics and Planning Department in, ISP-Myanmar. The position is for an initial one-year contract and is renewable based on performance evaluation and funding availability.

Post Title:	HR/Admin Officer
Program:	HR, Logistics and Planning Department
Reporting to:	Deputy Directors and Program Head
Contractual Status:	Annual Contract
Start Date:	As soon as possible
Application Deadline:	24 December 2024
Post Duration:	Initial One Year, renewable depends on the fund's availability and project requirement
Duty Station:	Chiang Mai, Thailand

Job Overview

We are looking for an experienced HR and Admin Officer to handle various administrative and human resources functions. The role involves ensuring efficient HR operations while providing administrative support to the overall office operations. The primary focus will be on HR-related tasks to support employee satisfaction, recruitment, and development.

Key Responsibilities

Human Resources Responsibilities (Primary Focus)

1. Recruitment & Onboarding:

- Manage the recruitment process including posting job ads, screening resumes, conducting interviews, and facilitating the onboarding process for new hires.
- Ensure smooth onboarding of new employees, providing them with necessary training, resources, and introductions to the company culture.

2. Employee Relations:

- Act as the first point of contact for employee concerns, resolving workplace issues and conflicts effectively and in a timely manner.

- Maintain employee records and ensure compliance with company policies and relevant labor laws.
- 3. **Performance Management:**
 - Support program head in conducting performance appraisals and developing performance improvement plans.
 - Coordinate the implementation of training and development programs to enhance employee skills and professional growth.
- 4. **Compensation & Benefits:**
 - Oversee the administration of compensation, benefits programs, and payroll processing as necessary.
 - Provide advice and support regarding employee benefits, leaves, and other HR-related matters.
- 5. **Compliance & Policy Management:**
 - Ensure adherence to legal requirements and internal policies regarding employment practices, contracts, and labor laws.
 - Maintain up-to-date knowledge of HR best practices and relevant legislation.
- 6. **Employee Engagement:**
 - Organize team-building activities and employee engagement initiatives to foster a positive working environment.
 - Coordinate employee feedback surveys and work with management to address concerns and improve workplace culture.
- 7. **HR Reporting & Documentation:**
 - Maintain accurate HR records, generate reports, and analyze data to ensure effective HR operations and decision-making.

Administrative Responsibilities (Secondary Focus)

1. **Office Management:**
 - Oversee general office management, including managing supplies, office equipment, and other administrative tasks to ensure smooth office operations.
 - Coordinate meetings, schedules, and communications for the management team.
2. **Asset Management:**
 - Oversee the managing of lifecycle of company assets, from acquisition to disposal. Ensures assets are accurately tracked, maintained, and optimized for cost-effectiveness and functionality. Prepares regular reports on asset performance, oversees asset inventory, coordinates maintenance schedules,

and collaborates with other departments to forecast and manage future asset needs.

3. Procurement:

- Oversees the sourcing and purchasing of goods and services for the organization. Negotiates contracts, evaluates vendor performance, and ensures timely delivery of quality products within budget. Works closely with suppliers, manages procurement records, and monitors market trends to optimize purchasing strategies and cost savings.

4. General Administrative Support:

- Assist with handling incoming calls, emails, and scheduling appointments.
- Support day-to-day operations of the office, including travel arrangements and event planning.

5. Filing & Documentation:

- Ensure accurate and organized filing of documents, both physical and digital, related to employee records, contracts, and other important administrative materials.
- Other tasks assigned by the supervisor.

Qualifications

- Bachelor's degree in human resources, Business Administration, or related field.
- Proven experience in an HR or administrative role, preferably within a similar industry.
- In-depth knowledge of labor laws and HR best practices.

Key Skills

- Knowledge of Thai language communication.
- Good command of both written and spoken English
- Strong organizational and multitasking abilities
- Excellent problem-solving and conflict resolution skills
- Strong communication and interpersonal skills.

- Proficient in Microsoft Office and HR software.
 - Ability to manage confidential information with discretion
 - Ability to work independently and as part of a team
 - Attention to detail and accuracy
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Applications should be emailed directly to hr@ispmyanmar.com, along with a cover letter, a CV detailing qualification, work experience, proposed salary, softcopy of certificates, and the names and contact details of two professional references. **The application deadline is 24 December 2024, 17:00 ICT.**

Only short-listed candidates will be individually notified and invited for a test and panel interview. **Upon finding a suitable candidate, this position will be filled promptly.**

We are an equal-opportunity employer. We welcome and encourage applications from women, minorities, and under-represented groups.