

VACANCY NOTICE (URGENT)

We are a Research Institute based in Thailand and looking for a highly motivated person for the position of “**HR and Admin Manager**”. The position is for an initial one-year contract and renewable based upon performance evaluation and funding availability.

Post Title:	HR and Admin Manager
Reporting to:	Senior Management Team
Contractual Status:	Annual contract
Start Date:	As soon as possible
Application Deadline:	9th November 2025
Post Duration:	12 months, renewable annually.
Duty Station:	Chiang Mai, Thailand

Duties and responsibilities

Under the direct supervision of the Senior Management Team, the manager will perform the following duties:

HR Functions

- Develop and implement HR strategies, policies, and programs to support organizational goals and objectives.
- Ensure compliance with employment laws and regulations.
- Maintain accurate and up-to-date HR and administrative records and documentation.
- Manage the recruitment and selection process, including job postings, screening candidates, conducting interviews, and making job offers.
- Oversee employee onboarding and orientation programs to ensure a smooth transition for new hires.
- Handle employee relations issues, including conflicts, grievances, and disciplinary actions, in compliance with company policies and legal requirements.
- Administer employee compensation and benefits programs, ensuring competitiveness and compliance with regulations.
- Lead performance management initiatives, including goal setting, performance evaluations, and feedback sessions.
- Coordinate training and development programs to enhance employee skills and competencies.

Administrative Functions

- Manage administrative operations, including office maintenance, supplies procurement, and equipment inventory.
- Oversee facilities management, including workspace planning, maintenance, and security.
- Handle vendor management, contract negotiations, and service agreements.
- Coordinate travel arrangements and logistics for employees as needed.
- Manage records and documentation, ensuring accuracy, confidentiality, and compliance with regulatory requirements.
- Other duties and responsibilities as assigned by the supervisor

Qualification and Requirement

- Completion of a minimum master's degree or the equivalent in HR management, Business Administration or other related fields.
- Minimum three years of job experience plus three years of management experience.
- Demonstrates integrity and ethical standards.
- Excellent knowledge of English and Myanmar.

Applications should be emailed directly to: hr@ispmyanmar.com, submitting along with a cover letter, a CV detailing qualifications, work experience, proposed salary, a softcopy of certificates, and the names and contact details for two professional references. **The application deadline is 9th November 2025, 17:00 ICT.**

Only short-listed candidates will be individually notified and invited for a panel interview. **This position is to be filled promptly upon finding a suitable candidate.**

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