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The Lutheran World Federation Myanmar Program

JOB ANNOUNCEMENT

Position title: Human Resource Coordinator (HRC)
Responsibility level: Grade 6
Report to: Finance and Admin Manager
Duty station: Yangon
No of Persons: One

Background

LWF proactively works with partners to address displacement, poverty, and injustice, including promotion of gender equality and climate resilience

The Lutheran World Federation (LWF) is an international non-governmental organization serving the people of Myanmar since 2008. We are a rights-based humanitarian and development organization. Therefore, at the centre of everything we do are the people involved in and affected by our work: internally displaced persons, returnees, host communities, the poor, and marginalized populations. LWF facilitates the people to practice inclusive decision-making and build effective local institutions. Through a rights-based empowerment process, LWF gives individuals, households, and self-reliance groups opportunity to gain skills and confidence to advocate with duty-bearers to claim their rights. Within the LWF Myanmar Strategy 2019-2024, our work spans the realms of humanitarian assistance, recovery, and integrated rural development, building upon four interrelated programmatic areas: Sustainable livelihoods; Access to quality services; Protection and social cohesion; and Systems and practices.

Job summary

The Human Resource Coordinator (HRC) will be responsible for assisting the Regional Finance and Admin Manager to oversee the functions of the Human Resource Management and Coordination of the LWF/WS Myanmar Program. His/Her responsibilities include: strategic thinking and planning for HR requirements, managing and revising personnel systems and policies, managing and coordinating for effective human resource development within LWF, other target partners, and quality control of the HR administrative and HRD activities. The position includes direct supervisory responsibilities for the Human Resource Management Officer and the Human Resource Development Officer.

The HRC is a member of the Executive Management and the Program Management Teams. The HRC works in a team with program support and coordination staff in Yangon and other program staff, especially all Project Coordinators and other senior staff. The HRC bases in Yangon, but is required to undertake periodic visits to the project areas and other organizations.

Main responsibilities

Major Responsibilities	Performance Expectations
Lead for strategic planning of HR requirements according to the goals of LWF	<ul style="list-style-type: none">- Participate in executive/program management team meetings and contribute to critical strategic decisions- Involve in participatory strategic planning for LWF Myanmar program, especially giving positive thinking for sustainable development- Lead discussion on critical analysis of cost and benefit with regarding the Program management and HR management, especially related to the recruitment, development, and retention of staff

Personnel policies and systems	<ul style="list-style-type: none"> - Revise and present recommendations for change as needed through discussion with executive management and management team meetings - Update all policies, procedures, structures-based approach changes and/or changes in labor laws, and NGO practices so that the National Personnel Regulations remains relevant. (including making sure personnel policies are properly disseminated in both English and Myanmar)
Personnel administrative support to whole organization	<ul style="list-style-type: none"> - Make sure any recruitment is implemented according to policies - Give professional advice on personnel management to all line managers - Make sure annual staff performance appraisals are implemented according to policies and give professional orientation to all appraisers - Facilitate independent staff salary reviews and recommend appropriate adjustments accordingly - Lead the salary survey process in accordance with LWF Myanmar Salary and Benefits Standard - Manage the annual adjustment of CoLA for all staff according to policy - Make sure the staff allowance and benefit package is updated and implemented by all - Make sure all Job Descriptions are reviewed according to individual functions and fit into the LWF Myanmar staffing structure - Provide authorization for any personnel action in collaboration with line managers and consultation with Country Finance and Admin Manager
Human resource development strategies and implementation	<ul style="list-style-type: none"> - Strategize on professional alternatives for HRD; both short-term and long-term planning and development, - Provide mentoring, coaching, orientation and training to senior positions on the management of human resource - Coordinate annual staff development plan and to make sure all training opportunities are fairly distributed to all projects/staff and are supported by proposals, applications and funding, - Keep all staff informed on vacancies and opportunities for promotion - Coordinate planning and implementation of HRD monitoring and evaluation
Overall look at the management of HR information management and implementation	<ul style="list-style-type: none"> - Ensure a personnel database and HRD database is systematically established and regularly maintained in Sharepoint or other tools proscribed by the LWF - Ensure the HR department modernizes its filing and record-keeping systems for better efficiency and accuracy in HR data management.
Supervise and support all staff under the HR Unit	<ul style="list-style-type: none"> - Provide professional supports and supervision to staff within the HR Unit according to organizational requirements and individual needs - Conduct annual staff performance appraisal and use it for further staff development plan - Act as advisor to all of the Staff Associations
Managing and coordinating any personnel conflict resolutions	<ul style="list-style-type: none"> - Assist Finance and Admin Manager in coordination with all Staff associations in projects and Yangon to build up team work and improve quality of work - Facilitate the establishment of Investigation Team, if there is any irregularity performance or conflict among staff members, to solve the conflict.
Build up relationship and network with others	<ul style="list-style-type: none"> - Participate in regular HR forum and share experiences with other agencies - Building up good relationship with other NGOs, Governments, Private sectors and donors for better reputation - Provide updates and reports to all relevant donors about training impacts and achievements
Others	<ul style="list-style-type: none"> - Other activities as requested by the supervisor

Level of Responsibility & Authority:

This position has direct supervisory responsibility for staff in the HR Unit. It is an executive management position in charge of human resource unit. This position is classified at Grade 6 in the LWF pay scale.

Job Requirements:**Technical skills & Experiences:**

- At least 6 years of National Level Leadership & Human Resource Management with relevant Bachelor Degree
- At least 5 years of National Level Leadership & Human Resource Management with relevant Master Degree
- Excellent communication and interpersonal skills.
- Fluency of spoken and written English, especially in report writing skills
- Advanced computer literacy in Windows and Excel (for database management) is required.

Desirable qualifications:

- Formal qualification with Master's degree of Business Administrative, pedagogic, especially in Human Resource Management.
- Willingness to travel to project areas.
- Team spirit and attitude of service. Motivation to assist most vulnerable people in rural areas to improve their standard of living.
- Ability to work within a Microsoft 365 system, using Sharepoint and its associated tools to find solutions.

LWF Myanmar has immediate vacancy for this position. Therefore, Myanmar citizens fulfilling the above requirements are requested to submit an application letter, full CV, copy of NRC, a recent photo, name and contact details of 3 references (one reference must be from current employer), your email and / or telephone number and address. Applications not containing these documents will not be shortlisted.

Lutheran World Federation is an equal opportunity organization, and qualified women, persons with disabilities and diverse gender identities are encouraged to apply.

For detailed information of LWF Myanmar Program, please visit <https://myanmar.lutheranworld.org>

Applications can be submitted via email to hr.myanmar@lutheranworld.org or at any one of the following Lutheran World Federation Myanmar offices.

LWF- Yangon Office: No.11, Kan Street, (6) Ward, Hlaing Township, Yangon.

Note: Only shortlisted candidates will be contacted for written test and interview. The shortlisted candidates have to bring the updated education certificates for interview.

Application Deadline: 27th February 2024; 5:00 pm (MMT)