

JOB VACANCY ANNOUNCEMENT (Re-advertisement) No. 004/2015

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German federal enterprise and offers workable, sustainable and effective solutions in political, economic and social change processes. Most of our work is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). However, GIZ also operates on behalf of other German ministries and public and private bodies in Germany and abroad.

GIZ operates throughout Germany and in more than 130 countries worldwide. We have about 17,000 staff members around the globe, some 70% of whom are employed locally as national personnel. GIZ is operating since October 2012 in Myanmar and is supporting sustainable economic development through various projects.

GIZ Office Yangon is the central element of GIZ's field structure in Myanmar. It ensures consistent overall representation of the company and its successful positioning as a service provider. The GIZ Office Yangon provides human resources and commercial support services for programmes and projects in Myanmar. These services must be contracted as set out in the respective GIZ regulations.

For the GIZ Office Yangon in the Human Resource Unit we are looking for a suitable candidate for following

Position: HR Officer
Location: Yangon
Contract Period: ASAP – 30th September 2016 (Extendable)
Number of Position: 1

A. Responsibilities

The HR Officer

- is the central contact for management and staff for all HR questions, specifically recruitment and selection, contract issues and professional development measures
- is responsible for implementing HR procedures as required, specifically operational and administrative tasks
- implements national personnel policies in line with local conditions and maintains contact with the National Personnel Team at Head Office. Acts independently and integrates others who have been assigned HR tasks
- advises the country director on basic HR policy issues
- assumes conceptual and coordination tasks in HR management on behalf of the country director

The HR Officer performs the following tasks:

B. Tasks

1. Personnel recruitment

The HR Officer organises and directs the recruitment and hiring process in accordance with GIZ standards.

He/she

- advises managers on drawing up requirement profiles and formulates appropriate job descriptions in consultation with them
- grades positions together with the manager based on the profiles developed and sets benchmark values for appropriate remuneration levels in individual cases
- searches for suitable staff in accordance with the requirements for the positions (identifies existing GIZ HR resources in the country and/or region, writes job advertisements and ensures publication in appropriate print and/or online media)
- evaluates applications received and shortlists candidates on the basis of the requirements or hiring criteria, obtains references, and conducts preliminary discussions
- organises personnel selection (e.g. applicant interviews) and advises if necessary on selection
- notifies unsuccessful applicants, documents the selection process, archives the documentation and enters the data in existing HRM systems.

2. Conditions of employment and HR support

The HR Officer ensures contract processing and assists staff on all HR matters.

He/she

- determines the appropriate contract based on national labour law and the material and formal conditions (limited/unlimited employment contract, distinction from appraiser contract, internship etc.)
- draws up the employment contract on the basis of the standard GIZ contract, local hiring conditions and the contents of the advertisement
- deals with all other organisational and administrative stages in processing, e.g. monthly update of entries in SAP-HR for national personnel
- maintains information on hiring conditions for national personnel (remuneration system, salary groups, model job descriptions, labour law etc.), updates this and informs managers
- ensures that payroll functions smoothly.

3. HR instruments and procedures

In consultation with the manager, the HR Officer coordinates the key HR processes, including HR and competence development, staff evaluation and human resources management (HRM). He/she identifies current issues and problems and formulates appropriate proposals for HR instruments and procedures in accordance with the national personnel policy.

The HR Officer

- is responsible for implementing and complying with GIZ's national personnel policies and puts in place the corresponding HR instruments and procedures
- implements HRM for national personnel (e.g. enters competences, plans availability for assignment, considers staff for vacancies, advises, organises and implements professional development measures)
- develops information material for new staff
- writes and updates the employment manual with relevant documents on current hiring conditions. In this context, he/she consults a lawyer specialising in labour law.
- develops human resources instruments and procedures (e.g. staff assessment and development talks, bonus systems, development plans) in consultation with the country director and assists in their implementation
- organises the evaluation process (information on schedule for staff assessment and development talks, filing forms, monitoring documentation on qualification requirements and professional development etc.)
- plans and organises training measures, including induction event for new staff, and advises managers on further training measures
- checks the names of national personnel against the sanction list
- networks with the national personnel help desk at Head Office and the other HR specialists in the region to share experience on good practices.

4. Other duties/additional tasks

The HR Officer

- performs other duties and tasks at the request of management

C. Required qualifications, competences and experience

Qualifications

- Preferred a BA/MSc in business administration, (with a focus on HR management)

Professional experience

- At least 3 years' professional experience in a comparable position

Other knowledge, additional competences

- good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
- familiar with HR procedures
- good knowledge of national labour and social law
- experience in advising on HR issues
- impressive track record in a service provider and governance role

- very good spoken and written communication skills in English, ideally a knowledge of German
- awareness of how to handle HR issues appropriately (confidentiality, data protection)
- willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

GIZ offers a competitive salary and a social benefits package and GIZ encourages women, people with disabilities and minorities to apply.

Application procedure:

Applications are accepted until **Tuesday, 21st April 2015, 17:00Hrs**

Qualified candidates shall send their application letter along with their non-returnable recent CV and contact detail of two referees to the following address:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
No. 45, InnyaMyaing Road, Golden Valley (2) Ward, Bahan Township,
Yangon, Myanmar

OR

E-Mail: recruit-myanmar@giz.de

Note:

Please mark the application with: “Application for HR Officer (004/2015).” Only short listed candidates will be contacted. Applications are requested to be sent in Microsoft word or PDF format. Applications with download-links cannot be considered.