



ICRC

## VACANCY NOTICE, 29<sup>th</sup> December 2014 (Re-advertisement)

The International Committee of the Red Cross (ICRC) delegation in the Republic of the Union of Myanmar is an international, independent and neutral organization, undertaking humanitarian activities in various regions of the country. For its office in Yangon the ICRC is currently looking for a motivated person to fill the position of

### Human Resources Assistant

The Human Resources Assistant will be part of the Administrative team based in Yangon and should start in his/her position as soon as possible.

#### Professional Requirements

The applicant must have:-

- A university degree (Preferable with HR specialization)
- A minimum of four years' experience in a similar field and staff management
- Fluent in written and spoken English
- Excellent computer skills
- Excellent interpersonal skills
- Capacity to apply ICRC rules and procedures
- Capacity of treating information confidentially
- Very good management skills, negotiation skills and analytical skills

#### Personal Requirements

The applicant must be:-

- A Myanmar national
- Patient, polite and self confident
- Be able to travel to its offices in the country

The applicant must have: -

- Special interest in humanitarian work
- Excellent interpersonal skills
- The ability to deal with people with empathy
- The ability to take initiative and to work independently

#### Main Responsibilities

Under the direct supervision of the Administrator, the HR Assistant will:

- Performs all HR administrative duties independently, incl. salary preparation, staff files and updates, etc
- Prepares and announces vacancies
- Organizes the recruitment tests and interviews
- Drafts and types correspondence in English and in national language independently
- Ensures information flow for HR issues and advises management on local HR customs
- Ensures proper follow up of HR rules and procedures
- Prepares written reports
- Trains and supervises staff under his/her supervision

Interested persons should submit an application and a CV by mail to: the **ICRC, Human Resources Department, 2(C)-5, Kaba Aye Pagoda Road, 8<sup>th</sup> Mile, Mayangone Township, Yangon** or by e-mail to: [yan\\_hr\\_services@icrc.org](mailto:yan_hr_services@icrc.org) not later than **9<sup>th</sup> January, 2015**. For more details, feel free to contact ICRC delegation. *"Candidates with disabilities are encouraged to apply for this post as they will be given equal opportunity."*

