



SEH THEH FOUNDATION

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## Vacancy Announcement for HR Officer

Seh Theh Foundation (STF) is a non-profit organization, established in 2013. It mainly helps underprivileged children, youth and marginalized communities including refugees and Internal Displaced persons (IDPs) through its education, development and humanitarian assistance programs. Collaborating with the local communities, STF ensure the accessibility of quality education in rural areas in Karenni State, Myanmar.

As STF is a local organization, STF is trying to promote MTB-MLE, local culture and tradition. Moreover, STF has been doing other educational activities such as, providing teacher training, distributing teaching and learning materials, supporting community teachers' stipends.

**Job Title:** HR Officer

**Project:** System Strengthening

**Report to:** HR Manager

**Duration:** Two-years contract

**Employment Type:** Full Time

**Duty Station:** Karenni State & Thai-Karenni Border

**Application Deadline:** 27 May 2026

### Roles and Responsibilities:

- Must fully attend monthly and quarterly meeting called by mother organization and monitoring and evaluation, planning and coordination meetings organized by partner organization.
- Organizing and managing for new employee orientation, on-boarding, and training programs.
- Be actively involved in recruitment by preparing job descriptions, posting vacancy and managing the hiring process.
- Recruiting new and suitable candidates who meet organizational needs.
- Provides constructive and timely performance evaluations.
- Managing the payrolls and calculations of the salaries, wage cuts and reimbursement and pay generation with slips.
- Making sure that staff get paid correctly and on time.
- Updating annual HR policies and suggesting changes to policies when they no longer serve to the STF or the staffs.
- Conducts some activities that bring good interaction between staffs with different departments in STF.

- Facilitates Staff birthday and special events greeting, celebrations and well-being activities.
- Communicate with all staff members to ensure maximum efficiency.
- Establish and maintain the office and related staffs' personnel record (i.e., attendance sheet, leave, CVs, staff profiles contract, staff policy manual etc.)
- Monthly collect the timesheets and other supporting documents to allocate the staff time charge at each program.
- Maintain an easy to track filing system of all HR related documents including professional services and consultancy hired.
- Manage staff's benefits processes, including application review, approval workflow, and repayment tracking.
- Be responsible for administrating both office and project owned property, including maintenance of office and facilities.
- Perform other tasks as required.

### **Commitments and Requirements**

- Hold at least a diploma degree or bachelor's degree with a minimum of 1 year working experience in managing human resources and other related fields.
- Must be able to speak at least one Karenni ethnic language, plus Burmese and intermediate English.
- Good interpersonal skills and maintain good relationship with all colleagues within the organization, partners and all relevant stakeholders.
- Commit to work for STF as written in the contract and staff are obliged to follow the termination policy in case of contract termination.
- Responsible to follow codes of conduct, policy, and the intentions of STF.
- Ability to work independently with minimum guidance from the supervisor.
- Must be able to work and collaborate with other staff in STF and other partner organizations. (Good team player.)
- Being flexible and ability to work under pressure to meet deadline.
- Prioritize important tasks and manage time effectively.
- Must be computer literate. (Excel, Word, typing, AI tools, Canvas, emails)
- Must be flexible with working hours based on work requirement.
- Willing to travel and stay overnight outside of the duty station.
- Ability to drive motorbikes (valid driving license-if possible)
- Aware of local and cultural norms and etiquetee.
- Show respect to local beliefs and cultures.
- Basic local knowledge around Education.