



SEH THEH FOUNDATION

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Vacancy Announcement for HR Assistant

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 Assistant

Project: System Strengthening

Report to: HR Manager

Duration: Two-Years contract

Employment Type: Full Time

Duty Station: Karenni State & Thai-Karenni Border

Application Deadline: 31 August 2026

Duties and Responsibilities

The HR Assistant supports the Human Resources department in the implementation of HR functions and administrative processes within the organization. The position assists in recruitment, staff records management, payroll support, leave tracking, contract preparation, staff onboarding, and ensuring compliance with organizational policies and labor regulations. The HR Assistant will maintain confidentiality and provide timely HR support to all staff members.

- Must fully attend monthly and quarterly meeting called by mother organization and monitoring and evaluation, planning and coordination meetings organized by partner organization.
- Organize and maintain office files, records, and documents.

- Assist in preparing vacancy announcements and posting job advertisements.
- Support recruitment processes include scheduling interviews and communicating with candidates.
- Prepare recruitment documents and maintain recruitment records.
- Maintain and update employee records and HR databases.
- Ensure all staff files are complete, accurate, and confidential.
- Support leave management and attendance tracking.
- Assist in preparing monthly HR reports.
- Support contract renewal and probation tracking processes.
- Assist with staff onboarding and orientation processes.
- Provide administrative support to the HR department.
- Organize meetings, training, and workshops when required.
- Assist in procurement and logistics support related to HR activities.
- Perform other duties assigned by the supervisor.

Commitment and Requirements:

- College or bachelor's degree in HR, Business Administration, or related field.
- Experience as an office administration or in a related field with 0-1 years of experience.
- Must be able to speak at least one Karenni ethnic language, plus Burmese and intermediate English.
- Good interpersonal skills and maintain good relationships 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.
- Being flexible and ability to work under pressure to meet deadlines.
- Prioritize important tasks and manage time effectively.
- Computer proficiency in Microsoft Office, typing, basic IT skills.
- Must be flexible with working hours based on work requirement.
- Aware of local and cultural norms and etiquettes.
- Show respect to local beliefs and cultures.

