



## Ethnic Health System Strengthening Group

### Vacancy announcement for Admin & HR Manager

#### About Our Organization

The Ethnic Health System Strengthening Group (EHSSG) is a network of Ethnic Health Organizations and border-based managed health Community Based Organizations with over twenty years providing primary health care services. In 2015, the group formed a steering committee to work together to strengthen health systems in Eastern Burma/Myanmar, and to advocate for equitable and essential primary health services for vulnerable and displaced people throughout Burma/Myanmar. Participating organisations provide comprehensive health programmes in their local areas through a collaborative approach with local, national, international bodies. EHSSG is a community-based ethnic health organization and consists of **14** partner organizations, namely

1. Back Pack Health Worker Team (BPHWT)
2. Burma Medical Association (BMA)
3. Chin Health Education Committee (CHEC)
4. Civil Health Development Network (Karenni) (CHDN)
5. Mae Tao Clinic (MTC)
6. Mon National Health Committee (MNHC)
7. Kachin Health Network (KHN)
8. Kachin Women Association- Thailand (KWAT)
9. Karen Department of Health and Welfare (KDHW)
10. Pa-Oh Health Working Committee (PHWC)
11. Rakhine Community Health Worker Association (RCHWA)
12. Shan Health Committee (SHC)
13. Shan State Youth Capacity Building Centre (SSYCBC)
14. Ta'ang Health Organization (THO)

#### AIMS of EHSSG

1. Improved health outcomes through expanding access of villagers to community health workers and services.
2. Responsiveness through evidence-based programming and planning.
3. Financial and social risk protection through prioritizing context-appropriate, low-cost interventions and improved referral systems.
4. Improved efficiency through the identification of best and underperforming facilities, programming, and health workforce.



CODE: VA NO: 007/EHSSG 2024

EHSSG is looking for a motivated and reliable individual to fill the position of “Admin and Human Resource Manager”.

**Required Position and detailed information**

<b>Job Title</b>	<b>Admin &amp; HR Manager</b>
<b>Location</b>	Mae Sot
<b>Full Time/ Part Time</b>	Full Time
<b>Salary range</b>	15,000 – 20,000 Baht Per month
<b>Benefit</b>	Stipend, Leave, Holidays, Health Insurance other social benefits
<b>Contract Length</b>	One year with possibility of extension
<b>Relationship</b>	
<b>Report To</b>	Director
<b>Supervise</b>	Direct: Admin & HR Officer, Admin & HR Assistant Indirect: Field HR Coordinator
<b>Coordinate With</b>	Internal; Program Team, Financial team, M&E team, ICT team External; Partner organization, EHSSG member organization
<b>Financial /Budget</b>	Financial team
<b>Responsibility</b>	
<b>Summary</b>	Admin and HR Manager are in charge of managing all HR processes and ensuring that all HR operations are running smoothly. Review and develop operational manual policies. Manage the office's daily activities, facilities, supplies, equipment, and expenses. Coordinate and support the staff capacity strategy with member organizations. developing recruitment strategies, implementing systems for managing staff benefits, payroll, and behavior, and onboarding new employees.
<b>Job Details</b>	<p><b>Administration</b></p> <ol style="list-style-type: none"> <li>1. Develops and implements policies and procedures to improve the operations and function of the EHSSG.</li> <li>2. Sets procedures or regulation for the daily implementation of work, including training, office management, HR management, and career development for staff.</li> <li>3. Monitors and procures needed supplies for the office, reception, mailbox, office room, meeting room, working place and working environment.</li> </ol>

4. Ensures a safe, secure, and well-maintained facility that meets environmental, health, and security standards. (OHS)
5. Manages the maintenance and repair of machinery, equipment, and electrical and mechanical systems.
6. Supervises staff by communicating job expectations, appraising job results, and disciplining employees.
7. Maintains staff by recruiting, selecting, orienting, and training employees.

#### HR management

1. Review HR policies and ensure HR policies are applied consistently.
2. Develop and monitor overall HR strategies, systems, and procedures across the organization.
3. Review the HR structure and pay band structure annually.
4. Manage the staffing process, including recruiting, interviewing, hiring, and onboarding.
5. Ensure job descriptions are up-to-date and compliant with all local and external
6. Monitor the staff attendant register and approve the staff taking leave.
7. Reply to and answer employees' queries about HR-related issues and to investigate employee issues and conflicts and bring them to resolution.
8. Providing relevant employee information for payroll
9. Arrange travel accommodations and process expense forms.
10. Create a compensation and benefits strategy for all employees based on market research and pay surveys; analyze and keep the strategy up-to-date
11. Oversee and manage a performance appraisal system that drives high performance.
12. Use performance management tools to provide guidance and feedback to the team.
13. Review staff stipends, including allocated funds, and maintain the pay and benefit plans.
14. Provide support and guidance the Admin and HR officer.
15. Design and implement employee retention strategies.
16. Organize staff refreshments. (For example, a staff retreat, an event, etc.)
17. Nurture a positive working environment.
18. Facilitate HR meetings and staff meetings.

#### Communication and Coordination

	<ol style="list-style-type: none"> <li>1. Liaise with external partners, like insurance vendors, and ensure legal compliance.</li> <li>2. working with the management team to ensure strategic HR goals are aligned with the organization and program implementation.</li> <li>3. Working with the management team to design and implement a staff capacity development plan</li> <li>4. Support member organizations according to HR management (policy, document record, system, etc.).</li> </ol> <p>Reporting and Documentation</p> <ol style="list-style-type: none"> <li>1. Report to management and provide decision support through HR metrics.</li> <li>2. Prepare HR documents, like employment contracts, new hire guides, and other signed documents between staff and the organization.</li> <li>3. Organize and maintain staff profiles and personnel records.</li> <li>4. Ensure the daily internal databases are kept up-to-date. (e.g., record sick or maternity leave)</li> <li>5. Develop HR's required management form and database.</li> </ol>
<b>General</b>	
<b>Position Requirements</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Degree in Human Resources or bachelor's degree required in relevant field, or equivalent combination of education and work experience in a relevant competency area</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• One to two years of administrative manager experience</li> <li>• Working experience as an HR manager or other HR executive</li> <li>• Experience with human resources metrics</li> </ul>
<b>Skills/Knowledge/Attitude</b>	<ul style="list-style-type: none"> <li>• Knowledge of HR systems and databases</li> <li>• Ability to architect strategy along with leadership skills</li> <li>• Excellent active listening, negotiation and presentation skills</li> <li>• Competence to build and effectively manage interpersonal relationships at all levels</li> <li>• In-depth knowledge of labor law and HR best practices</li> </ul>



	<ul style="list-style-type: none"><li>• Excellent computer skills: Microsoft Office, Internet, Google products and etc.,</li></ul>
<b>Languages</b>	<ul style="list-style-type: none"><li>• Fluent in English and Burmese (speaking, writing, reading and listening).</li><li>• Fluent in any other language (preferable)</li></ul>
<b>Motivations</b>	<ul style="list-style-type: none"><li>• Enthusiastic in job</li><li>• Diligent, responsible and accountable</li></ul>
<b>Others</b>	<ul style="list-style-type: none"><li>• Must be a believer in mission and vision of EHSSG</li></ul>

We are committed to creating a diverse environment and are proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

EHSSG has zero tolerance for sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility and all staff are required to adhere to the Code of Conduct, which enshrines principles of PSEA, always (both during work hours and outside work hours). All selected candidates will be expected to adhere to these standards and principles.

#### **Application Details**

Interested individuals are requested to submit a CV including a cover letter and contact details of two references (No other supporting documents are required at this stage) no later than **25<sup>th</sup> June 2024, 5PM (Bangkok Time)**.

These should all be submitted to EHSSG’s Human Resources Team at

**EHSSG office: 702, Moo1, Tha Sai Luat, Mae Sot, Tak 63110, Thailand  
(OR)**

**Email to: [hr@ehssg.org](mailto:hr@ehssg.org) and [stwin@ehssg.org](mailto:stwin@ehssg.org)**

Contact Information Details:

Admin/HR Officer

Office Ph: (+66) 097 981 8454

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