



## Asian Harm Reduction Network (AHRN)

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### JOB VACANCY AHRN/YGN/25/079

**Date: 9 Dec 2025**

**Position : HR Assistant (1) Post**

**Location : Yangon**

The Asian Harm Reduction Network (AHRN)-Myanmar is an International Non-Governmental organization, which is implementing a harm reduction programme to reduce HIV transmission among people injecting drugs, their (sexual) partners and the communities they live in by providing support to implementation of harm reduction interventions and to create an enabling and supporting environment through advocacy, capacity building, training and service provision.

AHRN-Myanmar is looking for highly motivated and reliable individuals who are keen to be part of an active team/organization that delivers wide range of services to improve the health of vulnerable person to fill in the position of “**HR Assistant**” for its ongoing Harm Reduction activities in Myanmar.

- The position is full-time, based in Yangon with a probation period of three months.
- Starting date of the contract: **As soon as possible**

#### **Personal and Professional Requirements**

- Bachelor degree in any discipline, preferable HR Management or related diploma;
- Minimum 1-year experience in a similar position/field;
- Good command of spoken & written English;
- Computer skill (Microsoft office application);
- Excellent communication and networking (interpersonal) skills;
- Working knowledge with INGOs or NGOs will be given preference;
- Mature, Flexibility, Honesty, and willingness to take initiative;
- Ability to work in an international and multi-cultural environment;

#### **Main Responsibilities**

- Managing the recruitment process (posting vacancies, collecting CVs, arranging interviews);
- Maintaining updated vacancy announcements and ensuring recruitment aligns with AHRN policy;
- Maintain accurate staff personal records and ensuring confidential filing of HR files;

- Update AHRN staff information in the database/HR software in a timely manner;
- Preparing and updating monthly attendance and leave reports for staff in Yangon offices;
- Ensuring monthly leave reports and time sheets comply with AHRN standard practice;
- Explaining AHRN SOPs to staff whenever it is needed;
- Reporting human resources issues on assigned tasks to Head of HR;
- Assisting Admin Assistant for the process of travel authorization request for both expatriate and local staff;
- Coordinate with responsible staff (PCs, PMs, SAFAs, AFAs) for HR-related tasks in project offices;
- Providing clerical support (word processing, translation, scanning, photocopying);
- Backing up Admin Assistant/HRA during leave;
- Ensuring that AHRN's practices on PIT calculation, payment and reporting are in line with the existing government law;
- Supporting travel arrangements for new staff in collaboration with Admin Assistant or respective Admin staff from field offices;
- Supporting SSR-Best Shelter with admin/HR tasks as needed;
- Assisting AHRN Head of HR with the necessary tasks being assigned to do;
- Conduct regular monitoring with HR focal staff in field offices, either virtually or through in-person visits to field visit, to provide guidance and support on HR-related matters;

**Application deadline: 23 Dec 2025**

Applications should address all Selection Criteria, and should include a cover letter along with a copy of current Curriculum Vitae listing two referees and their complete contact details (i.e., name, position title, organization, phone, fax, email, and mailing address details). Attention to **Human Resources Team, Asian Harm Reduction Network (AHRN-Myanmar)** and send the applications to:

**AHRN Yangon Office** : No.125 (B5+B6), Bo Saw Aung Street, 8 Mile, Mayangone Township, Yangon.

Or e-mail to [jobs@ahrnmyanmar.org](mailto:jobs@ahrnmyanmar.org), online applications should be clearly mentioning the job title and location in the subject line.

Additional information: -

- Only short-listed candidates will be contacted for a personal interview.
- Please do not send original documents as it will not be returned.

**AHRN has a zero-tolerance policy on any kind of sexual exploitation, abuse and harassment. AHRN expects full commitment of its employees with AHRN Code of Conduct including PSEA policy.**