



Early Dawn Microfinance Company Limited ("DAWN") is a regulated microfinance institution that currently serves over 270,000 clients in 62 branches in Myanmar. It is a fast growing Institution with over 800 employees, with plans to expand to new regions, to serve additional segments of clients, with new and better products and services, to introduce innovations based on technology, and with an obvious need for additional departments and positions ([www.dawn.com.mm](http://www.dawn.com.mm)). DAWN is registered under the Ministry of National Planning and Economic Development, and was granted a license by the Financial Regulatory Department to provide financial services to low-income clients as well as to small and medium businesses.

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(FOR National STAFF ONLY)

**JOB PROFILE**

Job Title	: Human Resources Officer (Recruitment)
Location	: Head Office, Yangon ( <i>frequent travel to field as required</i> )
Number of Position	: One (External)
Type of Contract	: Open
Reports to	: HR Manager
<b><u>JOB PURPOSE</u></b> The purpose of this position is to support and carrying out human resources functions within DAWN. Candidate will be required to work independently, build and maintains effective relationships with own team and colleagues across all departments.	
<b><u>JOB DESCRIPTION</u></b> <b>Recruitment</b> <ul style="list-style-type: none"><li>▪ Ensure all personal files are complete, well filed and easily retrievable and maintain confidentiality</li><li>▪ Compile personal data information and update on regular basis</li><li>▪ Record interview information and update recruitment tracker on regular basis</li><li>▪ Undertake recruitment and selection of personnel as per the HR recruitment policy and practices</li><li>▪ Handle all advertisement, initial screening of applications in close collaboration with hiring department/sectors, regional and branch offices and schedule interviews</li><li>▪ Assist in checking references, job offers and preparing contracts</li><li>▪ Support to conduct staff orientation and timely induction to new staff on DAWN policies and procedures</li></ul> <b>Policy and Compliance</b> <ul style="list-style-type: none"><li>▪ Support implementation of overall HR related policies</li><li>▪ Comply with all relevant policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies in carrying out job responsibilities</li><li>▪ Maintain confidentiality on human resources matters</li><li>▪ Remain familiar with all labour laws and ensure compliance</li><li>▪ Communicate and coordinate HR issues with respective area offices required</li></ul>	

## **SKILLS AND BEHAVIOURS**

### **Accountability:**

- Holds self-accountable for making decisions, managing resources efficiently, achieving results together with DAWN and role modeling DAWN values
- Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

### **Ambition:**

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same
- Widely shares personal vision for DAWN, engages and motivates others

### **Collaboration:**

- Builds and maintains effective relationships, with own team, colleagues and clients
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

### **Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

### **Integrity:**

- Honest, encourages openness and transparency
- Always acts in the best interests of DAWN

## **PERSON SPECIFICATIONS**

- Bachelor's degree in relevant/ specific field
- Two years professional working experience
- Proven team working ability
- Maintain confidentiality on human resource matters
- High sense of personal integrity, discretion and good judgments
- Commitment to and understandings of DAWN's aims, values and principles
- Computer proficiency in word and excel
- Good communication skills, including good working knowledge of English (spoken and written)
- Must be able to travel

### **To Apply**

Interested and qualified candidates are requested to send an **Application Letter, Curriculum Vitae** to: [jobs@dawn.com.mm](mailto:jobs@dawn.com.mm) or **Human Resources Department** Phone no **09-457750915 (Viber)** No.587, 3<sup>rd</sup> Floor, The Regency Offices, Pyay Road, 2<sup>nd</sup> Ward, Kamayut Township, Yangon **not later than 5PM. 15<sup>th</sup>, May, 2024 (Wednesday).**

Note: Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing DAWN employees and please identify two reference persons. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.