



Career Opportunity: Talent Development Coordinator

The post is to be based in Yangon and opened to Myanmar National and Advertised nationwide.

Oxfam is a leading International NGO with a worldwide reputation for excellence and over 70 years of experience. It's not unfortunate that people live in poverty. With enough wealth in this world to go around it's unjustifiable. It's not just their problem. It's ours too. Our humanitarian, development and campaigning projects change lives around the world, and with the right support, we can beat poverty and injustice. Thousands of people already commit their time and talents to our campaigning, humanitarian and long-term development projects. Now we're looking for yours.

The role: To provide an efficient and effective human resources development advice and support to the staff and management in the Country Programme, particularly in the areas of recruitment, resource planning, talent management, performance management, learning development for staff and to build individual and organisational capability and knowledge to meet current and strategic requirements, and create a learning culture to embed capability development.

Level: National, C2

Employment term: Fixed-term (1 year)

Report to: Human Resources Manager

What we offer: Respectful and empowered working environment,
Life insurance, Medical+ dental + optical benefits,
Competitive salary and Career advancement opportunities,
Generous leave entitlement

KEY RESPONSIBILITIES:

Performance Management

- Manage the Performance Review process in Myanmar ensuring the timetable for objective setting, annual and midterms reviews and L&D planning is adhered to.
- Provide support and advice on objective settings, performance review, performance development and career planning within all teams at all levels.
- Support, advise and assist to managers on poor performance management, performance development plans and probationary periods.
- Monitor and review individual objective settings, performance review, performance development and career planning for Myanmar

Talent management and Talent Development

- Support managers to assess capability and potential of future leaders and plan for succession opportunities.
- Support managers to understand the current strengths and potential within their teams and to plan appropriate personal and professional development interventions to support succession management.
- Work closely with HR Manager to ensure effective talent management is in place and actively support activities that optimizes talent
- Create country talent pool and support the Country HR Manager to understand the talent within Oxfam, and design and deliver appropriate interventions.
- Support the Country HR Manager by acting as talent broker to support internal staff transfers, secondments, or exposure visits.
- Build the image of Oxfam as an employer of choice and develop links with educational institutions, education and training authorities, networks and other related sources for recruitment and learning

Plan and implement Country L&D strategy

- Partner managers to identify individual and team capability levels and gaps and understand the learning and development needs assessments of staff.
- Collect and analyse needs and produce a country-wide Learning and Development Plan
- Design and implement, deliver appropriate L&D interventions that respond to identified individual, team and organisational learning priorities, including the Induction Programme, Managing People Programme and others.
- Promote Oxfam e learning portal in country level
- Maintain an overview of learning & development opportunities available to staff and subsequent take up.
- Establish a system (working with programme teams) for skills development, learning and common action on issues such as gender, advocacy, participation, partnership, and monitoring and evaluation etc.
- Design and deliver mentoring and coaching program in Myanmar
- Support and share key learning through different methods and help to create an environment for innovation
- Create learning culture in Myanmar through different methods

Evaluating learning impact

- Build robust and measurable business cases for learning interventions as required.
- Capture, analyse and evaluate the impact of learning and development opportunities in relation to identified and future needs and report accordingly.
- Use research findings and lessons learned to inform learning interventions and other ways to maintain a competent and developing workforce.

Other:

- Support and advice to Line Manager and HR personnel on HR business process and administration practices
- In the event of humanitarian situation, work as a member of the Emergency Response Team
- Acting HR Manager when needed
- Carry out any additional responsibility as required by the line manager.

SKILLS AND COMPETENCE:

- Any degree holder, preferred specific qualification in human resources management.
- Previous experience (at least 3 years) in human resource management especially in learning and development, Talent development area either in INGO, Local NGO or in private sector
- Strategic thinker and strong understanding of HR development concept
- Good written and spoken English and Myanmar language
- Good computer skill, excel, word, power point
- Have a good communication skills and adaptability to the diverse and difficult circumstances.
- Excellent team member with experience of working diverse work group.
- Strong interpersonal awareness including diplomacy, tact, being able to get on well with others and respect for confidentiality.
- Ability to respond to changes with sufficient flexibility and resilience to avoid letting frustration hinder progress.
- Full commitment to achieving organisational goals.
- Ability to train and support staff and partner organization
- A commitment to Gender equality, Diversity issues, Equal Opportunities

Closing date: 22nd May 2018, 5:00 PM

How to apply: Please state applied position in email subject line and send CV and cover letter to Human Resources Department through myanmarhr@oxfam.org.uk

(OR)

Oxfam office, No. 34, Corner of Aung Taw Mu Street and Golden Hill Avenue Street,
Golden Valley Ward 2, Bahan Township, Yangon, Myanmar.
Phone: +95 (0)1 539986, 539987, 539958, 539189 and 504918

Detail and complete job profile is available upon request.

We regret that only short-listed applicants will be contacted.

Oxfam is committed to equal opportunities and diversity. We welcome and encourage applications from women, minority and underrepresented groups.

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