

HR Division Head (HR / Admin / IT)

Location: No.206, Thirimingalar Street, Insein Township, Yangon, Myanmar

Industry: Microfinance

Reports to: CEO, CFO /CAO

Job Summary

We are seeking an experienced and strategic HR Division Head to lead our Human Resources, Administration and Information Technology functions. The role is responsible for driving people strategy, organizational effectiveness, administrative excellence and IT governance across Head Office and branch operations.

HR Division Head will supervise HR Department Leader, Admin Department Leader and IT Department Leader and work closely with the CEO, CFO /CAO and senior management team.

Key Responsibilities

- Lead HR, Admin and IT departments and ensure alignment with business objectives.
- Manage manpower planning, recruitment, performance management, training and employee engagement.
- Oversee office administration, asset management, vehicle management, vendor management and facility operations.
- Ensure reliable IT operations, system security, data protection, backup and business continuity.
- Develop and implement policies, SOPs and internal controls.
- Monitor departmental KPIs, budgets and compliance requirements.
- Prepare regular management reports and support organizational development initiatives.

Requirements

- Bachelor's degree in HR, Business Administration, Management or related field.
- MBA or professional HR qualification is an advantage.
- Minimum 5 years of relevant experience including 2 years in a managerial role.
- Experience in Microfinance, Banking or Financial Services is highly preferred.
- Strong leadership, communication, problem-solving and analytical skills.
- Good understanding of labor law, performance management, administration and basic IT governance.

How to Apply

Interested candidates are invited to submit their CV and updated contact information to:

 cv.shinhanmicrofinance@gmail.com  Application Deadline: [31 Aug 2026]

Only shortlisted candidates will be contacted.