



Position Title : **Administrator and logistician**

Duty Station : **Trang, Mueang Trang, Thailand**

Type of Appointment : **One Year Fixed-Term Contract**

with possibility of extension (3 months probationary period)

Estimated Start Date : **As soon as possible**

Deadline for applications: **5 May 2024**

This position is open exclusively to Thai nationals.
Applications will be reviewed on a rolling basis

Istituto Oikos (www.istituto-oikos.org) was established in Milan in 1996. It works in Europe and in developing countries to promote the responsible management of natural resources and to spread more sustainable lifestyles as tools for socio- economic development and the fight against poverty.

Vision: A future in which ecology, economics and equity are integrated, reconciling the needs of man and the environment.

Mission: To contribute to the conservation of ecosystems by fostering development with professionalism, innovation and participation. Istituto Oikos has a PSEA policy that the successful candidate must respect and promote.

The Administrator and logistician will be responsible for the following tasks:

Logistic:

1. Assist the project team in planning and implementing logistics for fieldwork activities, including transportation, accommodations, and equipment purchase/transportation.
2. Support the processes of Trang Office rental agreements and renewals.
3. Ensure that the Oikos office are maintained and fully functional
4. Supervise proper and regular maintenance of Trang office facilities and related equipment.
5. Ensure proper and safe driving of the office vehicles and their rentals (cars & motorbikes) according to Thai laws and donor procedures;
6. Ensure regular keeping of logbook for fuel consumption of the office car and Motorbike
7. Keep updated on the inventory of Oikos assets and other logistic
8. Ensure procurement of goods and equipment for project activities according to donor procedures



9. Coordinate with local stakeholders, including community members, government officials, and NGOs, to obtain necessary permits, permissions, and information
10. Coordinate and support staff movements to/from Trang and support logistical requirements for all mission trips of local and international staff
11. Performs other duties as assigned by the Country Coordinator

Admin/Cash management:

1. Ensure that financial and administrative Systems are implemented according to NGO Procedures
2. Regularly collect and share updated country policies & regulations and update internal procedures accordingly
3. Participate in procurement processes and analyse if they are in line with internal and donor procedures
4. Prepare and submit monthly advance requests and settlement list attached with documentation of support.
5. Ensure scanning and controlling all receipts and submit monthly financial reports to HQ
6. Ensure the correct preparation of purchasing documents (payment vouchers, Purchase Requests, Purchase orders, quotations, delivery notes, etc.) in accordance with Oikos Purchasing Procedures and Donors' requirements.
7. Organize, store and periodically send to HQ Office the financial documentation in original hard copies.
8. Ensure the fulfilment of tax obligations and compliance with the current regulations of local contracts
9. Be the only one responsible for the Trang office Safety Box's cash flow, not allowing cash flows in/out of the Safety Box without Country Director's direct supervision.
10. Ensure preparation of weekly expenses list
11. Performs other duties as assigned by the Country Coordinator

The Administrator and Logistician reports to SEA Coordinator, Project Managers and Financial Coordinator in Italy HQ

Qualifications:

1. Knowledge and experience in admin and logistic works
2. Good computer skills (Excel, Internet, Skype) and autonomy in managing the accounting software
3. Fluency in Thai and English.
4. Attention to details, ability to follow procedures and meet deadlines
5. Interest in and understanding of the context and culture of International NON-profit organizations.
6. Having work in INGO context is a plus
7. Having a driving license is an asset.



To apply, please send your CV, including details of 3 contacts for professional references, a motivation letter (1 page maximum) with authorisation to process personal data in accordance with Articles 13 and 14 of the G.D.P.R. (General Data Protection Regulation EU Regulation 2016/679 D.Lgs 196/2003) to: federico.zuliani@istituto-oikos.org

Indicate in the subject line: 24/TH/AL

NOTE: The selection will be done on a rolling basis. Only shortlisted candidates will be contacted for an initial cognitive interview and will subsequently be updated on the status of the selection.

Istituto Oikos reserves the right not to recruit or hire an applicant if the recruitment process or background check reveals that the applicant has previously been flagged for an SEA incident or is not suitable to work with beneficiaries. Istituto Oikos will not recruit or employ anyone with a previous conviction for SEA or related offence