

Vacancy Announcement

Trócaire is an International NGO and works with local partners in the world's most at-risk communities and with people in Ireland to tackle the underlying causes of poverty and injustice and respond to the crises they create. The organisation works in up to 20 countries across Africa, Asia, Latin America and the Middle East towards five goals:

- Promote Access to Justice.
- Achieve Climate & Environmental Justice.
- Ensure Women & Girls' Protection, Voice & Influence.
- Save Lives and Protect Human Dignity and
- Mobilise the Public on the island of Ireland to achieve Global Justice.

Our work is rooted in Catholic Social Teaching and in our values of Solidarity, Courage, Participation, Perseverance and Accountability.

The newly established regional office in Chiang Mai supports Trocaire's programming in Thailand and Myanmar, which is currently focused on humanitarian response, resource rights, women's empowerment, prevention of and response to gender-based violence and peace & development. Trócaire is first and foremost a partnership agency, supporting local and national civil society organisations to support communities. All our work is carried out in partnership with local and national actors. Trócaire is first and foremost a partnership agency, supporting local and national civil society organisations to support communities. All our work is carried out in partnership with local and national actors.

Job Title : Senior Operations and Administration Officer
Location : Thailand - Chiang Mai with frequent travel to project areas.
Department : Operations
Contract Type : Fixed Term (12 months contract with possible extension)

Description of the role / department

This position holder is the main focal point for engagement with both the Thailand Government and the Province level government. He/she will represent Trócaire and maintain fully functional relations with the relevant authorities in Thailand and staff are supported with visas, work permits, reporting (financial and narrative) and other administrative necessities according to Thailand law. The Senior Operations and Administration Officer supports the regional office's logistic and administrative functions such as procurement of goods and services, organising meetings and workshops based on policy and procedures and Trocaire's operation requirements.

The role will report to the Senior Human Resources and Operations Manager and will closely working with Senior Finance Officer, Country Director and programme team based in Chiang Mai, Thailand.

This position will be based at Trocaire's Regional Office in Chaing Mai, Thailand.

Trócaire is committed to Safeguarding Programme Participants from Exploitation and Abuse and has specific policies on this commitment (including a Global Code of Conduct) which outlines the expected behaviour and the responsibility of all staff, consultants and other organisational representatives. Any candidate offered a job with Trócaire expect to sign Trócaire's Safeguarding Policies and Global Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

Key Duties & Responsibilities

Liaison and Representation:

- Represent Trócaire to the Thailand Government in close coordination with the Trocaire's Country Director.
- Liaise between Trócaire and the Thailand Government, ensuring all required narrative and financial reports are submitted to the Department of labour on time;
- Support/arrange Thailand Government report and or tax payments.
- Maintain strong, functional and positive working relations with Government staff on all levels (State and Province) of Thailand government;
- Prepare and organize visits to Bangkok including arranging meetings, preparing meetings, transport and accommodation from/to and in Bangkok;
- In collaboration with the CD and Programme team, prepare and support coordination and collaboration with Thailand NGOs to support partnership between Trocaire and Thai NGOs
- Attend meetings together with the Country Director and translate as necessary; stay updated with Government rules and regulations, and share these with Trocaire team members.

Office Management:

- Facilitate and support the contracting and follow up on appropriate accommodation for Trócaire international staff in Chiang Mai, Thailand.
- Provide support for payments and procurement for office management in compliance with Trócaire and its Institutional Donors policies and procedures for accountability and audit purpose in coordination with the Trócaire Head of Finance;
- Facilitate visas and work permits and other administrative support to Trócaire international staff and their dependants;
- Maintain office inventory and conduct stock taking of office supplies and office equipment. Obtained relevant approvals on the inventory count report. Monitor the asset management track to ensure all admin procurements, expenditure/disbursement of funds.
- Dispatch and pick up the office documents and letters as required.
- Contact the service providers when there are any issues regarding the electricity, water supply and other repairing & maintenance issues at expat house/apartment and in the office to repairs and maintenance on time.
- Receive and manage the timely payment of utilities bills (electricity, internet, water, gas etc.) for office.
- Manage petty cash expenditure for the Chiang Mai office for petty office expenses and clear every month with the receipt/invoice and supporting documents.
- Ensure the office is functioning and respectable, clean, tidy and comfortable for staff at all times.

Procurement and Logistics:

- Responsible for sourcing and collecting quotations and prepare Bid analysis table.
- Responsible for placing order to suppliers & service providers, receive invoices & ordered goods and services from the suppliers & service providers, verify the invoices and items that are ordered and prepare payment requests & send in attaching all supporting documents (both softcopy and hardcopy) to Finance for payment to vendors and suppliers.

- Ensure that all contract due dates are closely monitored to avoid any delays. Contracts must be renewed on time and submitted to the Finance Department promptly to ensure timely processing of payments.
- Responsible for booking the flights, hotel accommodation and meeting/workshop venue, meeting workshop break tea/coffee and lunch as requested by programme & other team based on the approved supplies request.
- Maintain the staff movement in a regular basis as per the Trocaire standards.
- Support to obtain and issue withholding tax certificate from/to supplier.
- Knowledge about Thailand taxation especially withholding tax.
- Responsible for managing the approved Supplies Request (SR) and request the good services, transport, and other logistics (booking the flights, hotel accommodation, meeting/workshop venue, meeting workshop break tea/coffee and lunch as requested by programme & other team based on the approved Supplies Request. translator, interpreter, ...etc.) through emails and effectively manage the procurement and logistics management.

Other:

- Support ICT coordinator for repair and maintenance of IT equipment upon request.
- Regular updates to Senior Human Resources and Operations Manager for any challenges and issues related with operations tasks.
- Any other duties assigned by Senior Human Resources and Operations Manager and Country Director.

Behavioural Competencies in Line with Trócaire's Competency Framework

- **Leading:** Reflecting our values of Participation & Accountability, acts to inspire and lead others to achieve their potential, demonstrating Trócaire's values with integrity in order to achieve our organisation's objectives.
- **Communicating:** Reflecting our value of Participation, being one organisation, communicating clearly and transparently across, teams, units, divisions, locations and other external organisations. Getting our message across with impact.
- **Collaborating:** Reflecting our values of Participation & Solidarity, partnering effectively as One Trócaire organisation and, in solidarity, maintains positive relationships built on trust and respect.
- **Stewardship of Resources:** Reflecting our value of Accountability and decision-making around the best use of resources. Using our resources transparently, sustainably, ethically, fairly & with integrity; acknowledging Trócaire's reputation in the use of resources.
- **Delivering Results:** Reflecting our values of Accountability & Perseverance, getting a quality job done through effective performance, planning and decision making.
- **Continual Improvement & Learning:** Reflecting our values of Participation & Courage, constantly looking to learn and develop self, employees, and partners to better fulfil Trócaire's mission.
- **Flexibility & Change:** Reflecting our values of Participation & Courage, adapts positively to change and to different ways of doing things; manages or takes part in change processes in a way that is appropriate to role in the organisation.

(E) Qualification

- University Degree (BA, B.Sc., BBM), Diploma in logistic and supply chain Management, or any technical knowledge of relevant associate recognition.

(E) Experience

- Minimum 4 - 6 years relevant work experience preferably in I/NGO in the office administration & management systems (Admin, Logistics, Supply Chain Management, Transport and Procurement function etc.)

(E) Knowledge and Skills	<ul style="list-style-type: none"> • Office administration, logistics and procurement management procedures and processes • Fluent English and Thai, both written and oral • Be able to independently communicate with relevant functional teams, others organizations and local authorities. • Ability of prioritize tasks based on their urgency and importance. • Understanding of accountability, transparency, quality, and Value for Money • Good understanding and skills on public relation and visitors/guests' management • Computer Skills in MS Word, Excel, E-mail, Internet, and web-based systems
(E) Qualities	<ul style="list-style-type: none"> • Strong emphasis on accuracy and attention to detail • Ability to handle multiple tasks simultaneously to meet deadlines • Good time management • Trustworthy
(E) Other	<ul style="list-style-type: none"> • Flexible • Adaptable to diverse cultural team and working environment • The legal right to work in Thailand.

Interested individuals should submit their application letter and updated CV by email to HR Department at: hmyanmar@trocaire.org , Contact phone number: +66 090-674-8574.

Application Submission Deadline: 27th January, Monday 2025

Note: *Those applicants who fail to mention or incorrectly mention the vacancy position/title and vacancy organisation's name in their application will not be considered for shortlisting.* Candidates in whose qualifications and experience Trócaire has further interest will be notified for interviews.