

## Thailand Human Resources Manager Mae Sot, Thailand

**Thailand Human Resources Manager** (1 open position)

**Closing date: 15 August, 2024** (*The recruitment is urgent; HI reserves the right to hire somebody before the deadline*)

Handicap International that runs its program under the operating name Humanity & Inclusion (HI) seeks for **Thailand Human Resources Manager is based in Mae Sot office under the supervision of the Regional HR Manager, based in Vientiane, Laos PDR.**

*Preferably Mae Sot but open to discussion for other locations. Homeworking approach is to be discussed, but preferably probation period to be done in Mae Sot as well as frequent trips.*

**HI is engaged in an employment policy in favour of employees with disabilities.**

HI reserves the right to not accept applications submitted after the deadline. Only shortlisted candidates will be contacted for testing and an interview.

### PROJECT HISTORY

Handicap International, now operating under the name Humanity & Inclusion (HI), is a non-profit independent and impartial aid organization working in situations of poverty, exclusion, conflict and disaster. HI works in emergency, post-emergency reconstruction or rehabilitation, chronic crises and development settings.

HI works alongside persons with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. HI works to meet the needs and defend the rights of children, women and men with disabilities.

Since its creation in 1982, HI has gone on to work in around 60 countries worldwide, for the benefit of several million people.

Humanity & Inclusion (HI) has been active in Thailand since 1984 and currently implements activities for Burmese refugees along the Thailand-Myanmar border under three thematic areas: Rehabilitation, Disability Social Inclusion (DSI) and EO Risk Education (EORE).

For more information on the organization, please see Humanity and Inclusion website: <https://hi.org/en/index> and the online presentation of the organization: <https://www.youtube.com/watch?v=3p2OWl6T3AY&t=127s>

### WORKING ENVIRONMENT

Human Resources demands is increasing to support both humanitarian and development projects as well as the implementation of Stratop and the integration with South East Asia Geographic Division, the South East Asia Geographic Division includes operations in Myanmar, Thailand, Cambodia, Laos, Vietnam and the Philippines.

### OBJECTIVES OF THE POST

Reporting to the Regional Human Resource Manager and site management by Thailand Country Manager, the role of Thailand Human Resource Manager is responsible to ensure the roll out of the HR action plans defined by the Programme's STRATOP in his/her country level. In the country in which s/he works, s/he ensures that the human resources management is consistent with HI's policies and frameworks and with local regulations.

S/he advises managers in his/her geographical area on all the HR processes they roll out and is responsible for maintaining the social environment in Thailand.

Human Resources Manager is in charge of the overall management of HI Human Resources department (national and international staff) as well as the supervision of the HR matters. Under the guidance of SEA Regional HR Manager, the Human Resources Manager provides solutions to a wide spectrum of complex HR issues in a collaborative, client-oriented manner.

## **JOB DESCRIPTION**

This job description is a part of function description of HR Affiliated Country HR Manager-Area HR Manager. Thailand Human Resources Manager is expected to perform following duties:

### **Mission 1: Management**

- Manager as a role model: embody HI's values on a daily basis, and be a role model.
- Manager as a coach for meaning: understand the strategy, make it explicit, translate it into operational objectives for his or her team, lead the necessary changes. Give meaning to each management action. Encourage inter and intra departmental exchanges of practice. Encourage innovation and risk-taking.
- Operational manager: organise the operational management of his or her team, structure the work around identified processes, steer performance and facilitate the resolution of problems.
- First HR & Coach: contribute to the development of his or her staff, creating the conditions for their commitment, professionalism and attachment to HI. Ensure compliance with the code of conduct and institutional policies, the mind-set and expected individual and collective behaviour.

### **Mission 2: Strategy and Supervision: develops the Programme's HR strategy in Thailand**

- Helps to write the HR part of the regional STRATOP.
- Defines and implements the HR action plan for Thailand.
- Contributes to major Programme HR reorganisations: team dimensioning: social plans or plans for strong growth
- Compiles standard HR indicators for his/her geographical area and helps to map and mitigate HR risks and deal with incidents.
- Participates in representing HI's HR at external bodies at his/her country level.

### **Mission 3: Rolls out Standards, contributes to HI's Expertise and Accountability in his/her scope of responsibility:**

- Is responsible for implementing HI's HR policies and frameworks in Thailand.
- Ensures compliance with HI's legal obligations and monitors the renewal of the legal documents ensuring the legal exercising of HI's activities in the country.
- Is in charge of audit and archiving procedures.
- Helps to ensure compliance with the rules applicable to donors in his/her scope of responsibility.

## **Mission 4: Operational implementation of HR**

4.1: Contributes to the dimensioning and quality of Programme resources:

- Contributes to the Programme's budgetary processes. Ensures the balance of the wage bill for his/her geographical area.
- Contributes and prepares the HR part of the PQRs to project reviews of HR aspects
- Monitors the HR aspects of local partnerships in Thailand.
- Implements the sourcing process in his/her geographical area, and ensures compliance with and the quality of the recruitment process
- Participates in the Programme's HR reporting schedule and helps to meet HI's global HR deadlines.

4.2: Career Management and Skills Development

- Organises and monitors the implementation of the Programme's HR cycle including the career-management policy.
- Helps to develop the skills of managers in his/her geographical area (Manager 2.0).

4.3: Ensures the quality of the Programme's administrative management for HI staff present in his/her country.

- Organise staff briefings on administrative matters and employment conditions
- Is responsible for the implementation of the payroll process and its compliance with HI's frameworks and policies and the national legal framework
- Represents HI with local public administrative bodies (employment inspectorate, tax, social security etc.)
- Implements the contractual system for the country's national staff and ensures that contracts are monitored
- Implements and monitors the local physical and mental health policy in line with HI standards.
- Ensures the compliance of the archiving of personnel files for the country's staff.
- Ensures the obtaining and renewal of visas for international staff and visitors that can be carried out locally

4.4: Assists managers on his/her Programme with the implementation of HI's HR policies

4.5: Legal and social aspects : ensures the maintenance of the social environment and compliance with the HR legal framework

- Is responsible for the legal compliance and implementation of staff representation in his/her country

4.6: Assists the Country Manager with the deployment of the HR part of the Code of Conduct and the PSEA.

## **Mission 5: Emergency Preparedness and Response**

- Lead the emergency preparedness actions in his/her department and, in the event of an emergency, reorganize the priorities of his/her team according to the humanitarian priority, in order to ensure a quick and efficient response by HI.

### **Specific mission:**

- Support Regional Human Resource Manager HR to designs the HR part of the STRATOP and Oversees its associated action plan.
- It is expected that the position holder will perform any other duties as required by the Line Manager that are commensurate with the position.

Duty Station: Mae Sot

Line Manager of the position holder: Regional HR Manager

Position holder is Line Manager for: 1 Area HR Officer, 1 Admin HR Officer

Position holder is technical referent for: HR matters brought up by SMT in Mae Sot

### **Qualification Required**

**Nationality** : Thai Nationality

#### **Academic Qualification**

- Advanced University degree (Master's or equivalent) preferably in Human Resources Management, Business Administration, Social or Behavioral Sciences is required.
- Or a First University degree (Bachelor's or equivalent) in combination with an additional 1 year of relevant work experience may be accepted in lieu of the education requirements outlined above.

#### **Experience**

- At least 3 years of relevant experience in human resources management including HR advisory services, or in a major area(s) of human resources management (HR Contract Administration, HR Reporting, Recruitment or Organizational Design) in an international, public or corporate organization required. *Additional 1 years of experience will be applied for those who are holding Bachelor's Degree.*
- At least 2 years of team leadership and coordination with different stakeholders is required.
- At least 2 years' experience of developing capability and organisational knowledge sharing is required.
- Strong knowledge of Thai Labour Law, Thai Social Security Fund is essential
- Relevant experience in a multicultural setting & INGO is desirable.
- Familiarity with the temporary shelters along the Thai-Myanmar border is highly desirable.

#### **Technical Skills & Cross Cutting Skills**

- Fluent English writing and speaking is mandatory.
- Proficient in MS office package is mandatory
- Excellent organizational skills (capacity to prioritize) is highly preferred
- Very strong interpersonal skills: strong communication and diplomatic skills is great asset
- Proven managerial skills is highly preferred.

#### **Language skills**

- Fluency in English is required
- Fluency in Thai language is required.

**Behavioral Skills:**

- Leading self and others
- Ability to work within a multi-cultural team
- Diplomacy
- Agility
- Solution-focus
- Sense of humour
- Practical and problem-solver
- Ability to work well under pressure

**JOB CONDITIONS:**

**Local work contract**, fixed duration contract (potential to be extended)

**We offer also:** nice working environment such as 15 days of annual leave, 5 working days office closure in December, 15 days of public holidays, 5 days special leave for family event, Social Security & Worker Compensation Fund, Group life & health, communication allowance, transportation allowance, 13<sup>th</sup> month bonus, and training possibilities.

**Start preferably:** 1 September 2024 or earlier

**How to apply:** In the subject line of the email please write “**Thailand Human Resources Manager**”

**IMPORTANT:** In the content of the CV please outline responsibilities and tasks from previous & current work, volunteer experiences and training received.

**Please send all applications (cover letter, CV, copy of Thai ID card, educational certificate, training certificate) to:** [recruitment@thailand.hi.org](mailto:recruitment@thailand.hi.org)

Only candidates who passed the & Administration selection will be taken into consideration for a technical assessment and will be afterwards notified of the final decision. Selected applicants may be invited for an interview. HI reserves the right to contact the applicants for further information before the final selection of the selection committee.

***Handicap International encourages qualified persons with disabilities or chronic illness and women to apply.***

***HI is committed to protecting children and vulnerable adults from harm. Employment is subject to HI protection standards including background checks and adherence to HI protection policies***

***(Child protection, PSEAH), Anti-fraud and Corruption and Code of Conduct.***

***All information shared by the applicants remain confidential.***

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