

## - Assistant to the Asia Council Chair -

### Overview

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Would you like to help children around the world have a better future by actively participating in the planning and coordination of our projects? Here is Your opportunity! Around the globe, we are running projects that aim to improve the living conditions of children and their families in the long term. Our employees work closely with our local partner organizations and monitor the implementation of the projects. Our goal is to give children a voice and support them in realizing their dreams. Are you ready to make a difference together with us?

Kindernothilfe (KNH) in Asia is a virtual coordination space that has an Asia Council comprised of the seven Country Managers of Asia to work together as one team, to galvanise and encourage greater cooperation across countries. The Asia Council is advised by Sub-Councils and are supported by relevant anchors from KNH Germany. This further emphasises our efforts to coordinate as one team at all levels and across all structures. It offers a space for all staff to contribute, in some way, to the decision-making processes. However, the Chair, Co-Chairs and working groups take voluntary, pro bono responsibility for specific matters.

Kindernothilfe in Asia reaffirms Kindernothilfe's core values and anchor points in the organization's internationalization process. Sharing of power from the Global North to the Global South underlies and drives this process. Cooperation, decentralization, cost-effectiveness, communication, learning and networking form the key strategic elements of Kindernothilfe in Asia. The ICCs continue to work with the relevant Country Managers and Programme Coordinators in KNH Germany at country level. This enables a multi nodal engagement that allows broad regional thinking and strategic planning as well as country level, context specific decision-making. The Kindernothilfe in Asia structure made up of the Asia Council and Sub Councils are complemented by a registered regional office in Sri Lanka. This office is legally registered as an overseas office of Kindernothilfe in Germany under the Companies Act of Sri Lanka. It serves as a legal entity that enables staff hires, contracts and fund transfers. Kindernothilfe in Asia does not intend the registered hub to be a management structure that takes over and replace existing management roles either in KNH-G or the ICCs.

As the Assistant to the Council Chair, you will support the Asia Council in the areas of coordination, administration, logistics, and communication to ensure smooth cooperation between members and the relevant departments at Kindernothilfe. Your tasks will include organizing meetings, maintaining documentation, supporting follow-up measures, and facilitating the flow of information within the Asia Council and the departments of Kindernothilfe, as well as coordinating with other stakeholders as needed.

You will report directly to the Asia Council Chair. You will have the opportunity to work completely remote it includes the option to work from one of our offices in Asia. The role is on part-time basis (20 hours/week) and initially limited to 12 months, with the possibility of extension depending on performance and the needs of the Council. The position requires occasional travel and the flexibility to work in the evening hours, including weekends. Due to time differences, the ability to be flexible and work outside of regular business hours may be necessary

### Your Responsibilities

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#### Coordination and Communication

- You serve as the focal person for following up on all internal and external communications related to the Council's activities.
- You coordinate with Council members and stakeholders to ensure the timely sharing of updates, agendas, and meeting documents.
- You prepare and circulate meeting invitations, minutes, and follow-up notes.
- You maintain a comprehensive calendar of Council meetings, events, and important deadlines.
- You support the preparation and dissemination of Council updates, reports, and key decisions.
- You organize, support, and actively participate in all sub-council meetings.

#### Administrative and Logistical Support

- You organize both virtual and in-person meetings, workshops, and consultations.
- You ensure all logistical arrangements for Council meetings, including venue booking, technical setup, and travel coordination in collaboration with the relevant country team.
- You maintain an organized filing system (digital and/or physical) for all Council documents.

- You support the preparation of presentations, background papers, and briefing notes as required.
- You assist the chair and co-chairperson in the preparation of the Annual Council budget.

### **Monitoring and Follow-Up**

- You track action points and commitments arising from meetings and follow up with responsible persons to ensure timely completion.
- You support the documentation of progress on Council priorities and initiatives.
- You assist in compiling periodic summaries and reports for management and key stakeholders.

### **Knowledge Management**

- You maintain an up-to-date contact list and distribution database for all Council members and relevant stakeholders.
- You systematically archive Council documents, decisions, and communication materials to preserve institutional memory.
- You support data collection and the synthesis of inputs for planning, reporting, and strategic documents.

### **Your Profile**

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- You hold a Bachelor's degree in Social Sciences, Business Administration, Development Studies, or a related field. A Master's degree is considered an asset.
- You have sound professional experience in coordination, administration, or program support roles, ideally within an NGO or international organization.
- You have demonstrated experience in organizing and facilitating both virtual and in-person meetings.
- You are experienced in handling confidential and sensitive information with a high degree of discretion.
- You are proficient in using the Microsoft Office Suite (Word, Excel, PowerPoint) as well as virtual communication platforms such as Zoom and Microsoft Teams.
- You possess excellent written and verbal communication skills in English.
- You are highly organized, able to manage multiple tasks simultaneously, and maintain strong attention to detail.
- You can work independently with minimal supervision while delivering reliable and high-quality results.
- You are proactive, culturally sensitive, and thrive as a collaborative team player.

### **What We Offer**

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We want you to feel comfortable with us and contribute your own ideas. To achieve this, we offer you freedom in shaping your daily work routine. Here's a brief overview of what you can expect with us.

- Meaningful work: We strengthen children's rights worldwide and stand for effective, sustainable work with a common goal that you can also actively participate in.
- Great freedom to shape your work: At Kindernothilfe, you will work with all employees on an equal footing. We trust our colleagues and know that every contribution counts.
- Excellent work-life balance: With various working time models that allow you to flexibly organize your own working hours, we consider your individual circumstances
- Fair compensation: We offer a fair compensation and a wide range of opportunities for personal and professional development.
- Structured onboarding: Thanks to a structured onboarding process, you will quickly settle in and be able to contribute to our mission.

### **How To Apply**

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Kindernothilfe's working world is as diverse as the people who work for us. We promote equal opportunities. Therefore, we encourage applications from suitably qualified individuals whose capabilities match the role requirements regardless of gender, origin, disability, age, religion, ideology, sexual identity or marital status. For us, the willingness to work according to Kindernothilfe's Child Protection Policy is an important prerequisite. <https://kindernothilfe.org/-/media/knh-org/english/publications/cpp/cpp-en.pdf>

To start with, a detailed resume is sufficient. If you wish, you are also welcome to write a few sentences about your motivation.

We look forward to receiving your online application by **January 15, 2026**. Please send your application to **thailand@kindernothilfe.com**

### **What's Next?**

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The review of your application will take a little time. We will get back to you with feedback as soon as possible.

If you are a fit for the role, we will invite you to an interview. You will also have the chance to demonstrate your professional skills in a written assignment. In a second step, we will arrange a visit to one of our offices along with the opportunity to meet your future colleagues. Following a successful application process, you will ideally start on 1<sup>st</sup> of March 2026.

In case of any question please feel free to contact **Nuengruetai Suebmongkolchai** via **+66 (0)840419122**

### **About Us**

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Kindernothilfe is a non-governmental organisation founded in Germany in 1959. For over 60 years, we have been working with local partners all over the globe to empower vulnerable children and their communities. Join over 200 colleagues in promoting children's rights worldwide and successfully shape your journey with us.