



Hanns Seidel Foundation Thailand is inviting applications for the position of a

Finance and Administration Support based in Chiang Mai

- **Starting from March 2025**
- **This position is for Thai nationals only**

The Hanns Seidel Foundation (HSF) is an official German Political Foundation. It is entrusted by the German Parliament with a mandate, which lies at the core of the task of promoting democratic and sustainable structures worldwide. This mandate involves the strengthening of the relevant institutions and persons, procedures and norms and the requisite attitudes enabling such development to take place. HSF is represented with project offices in more than 60 countries, conducting more than 100 projects globally.

We work in the service of democracy, peace and development. Our vision and mission are to improve, strengthen, and utilize human capacities by always taking into account the social, political, cultural, and economic realities on the ground.

Since 2013, HSF has been working in Thailand in promoting a citizen-oriented police force that respects human rights and fights transnational crime, promoting Thailand's civil society in democratic structures, civil and basic rights and promoting sustainable development in the ASEAN-Region.

This position will provide support to our ASEAN related projects and will **be based in Chiang Mai**.

The Position includes the following key tasks and duties but not limited to:

- Assist the Finance and Administration manager in office management
- Assist the operation of the office and project activities
- Lead the communication with partner organisations
- Prepare the documents as required by the programme team
- Organise the meetings and/or events
- Perform the clerical work at the office

Your profile and qualifications:

- At minimum a Bachelor degree and/or have equivalent relevant professional experience
- Demonstrated work experience of at least three years in administration field
- Experience in larger scale project finance and administration including German and EU donors preferred.
- Excellent interpersonal and communication skills
- Ability to work effectively as a team member as well as independently, with a high-level of self-motivation and ability to set and meet goals
- Fluent in both Thai and English (speaking, writing and editing).

We can offer you an exciting position within an international NGO and will provide you with a competitive salary. **Please apply with a brief covering letter outlining your interest and competence for this position, a comprehensive CV, copies of your degrees and at least two relevant references, latest by 12th February 2025 to munz@hss.de.**

Please send all relevant documents as one PDF file with your name.