



## JOB DESCRIPTION

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**Position Title:** Operations Officer  
**Location:** Based in Kanchanaburi, Thailand  
**Reports to:** Panthera Country Director

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### **The Organization**

Panthera, founded in 2006, is devoted exclusively to the conservation of wild cats and their ecosystems. Utilizing the expertise of the world's premier cat biologists, Panthera develops and implements global conservation strategies for the most imperiled large cats – tigers, lions, jaguars, snow leopards, cheetahs, pumas and leopards. Representing the most comprehensive effort of its kind, Panthera works in partnership with local and international NGOs, scientific institutions, local communities and governments around the globe. For more on Panthera, visit [www.panthera.org](http://www.panthera.org).

### **Summary/Position Overview**

The Operations Officer will be responsible for supporting the Country Director, operational, logistical support to the Panthera Thailand Programme and all relevant information to meet external demands based on Panthera policy.

### **Major Responsibilities**

Support the Country Director in operation and logistics oversight. The post holder will organize staff monthly meetings and the meeting with partners.



## **Operations**

- Lead the operations-side of the Panthera Thailand team, under the Country Director, to ensure that Panthera operates in compliance with Thai Government regulations.
- Operations staff induction as agreed with Panthera HQ ensuring all HR, Health and Safety and finance policies and procedures are understood.
- Operations Officer is responsible for input Office Expense & monthly invoices in Chrome River Expense (CR)
- Operations Officer prepared and submitted withholding tax reports to Revenue Department and access through the portal webs for monthly/annually submission and payments.
- Assure the vehicles ready-to-use with safety, including registration and insurance renewals
- Assure the office and equipment are ready to operate with cleanliness and safety
- Issue and renew necessary contracts/lease agreements to assure the smooth operations.

## **Human Resource**

- Maintain a complete and orderly filing system for narrative documents/reports.
- Manage, maintain and administer Panthera Thailand's HR records including personnel forms and files, staff lists and organogram
- Maintain pay plan and benefits program.
- Work with Country Director to develop HR manual that comply with Panthera policies and Thai Government regulations
- Be responsible for all HR matters, including all requirements by Thai Labour Law.
- Design and develop HR archiving system and Maintain leave records.
- Ensure legal compliance throughout human resource management.
- Managing the recruitment and selection process.



## **Procurement**

- Identify potential suppliers, conduct supplier evaluations, and negotiate contracts and pricing terms.
- Purchase goods or services that meet the quantity and quality expectations of the organization.
- Coordinate with internal stakeholders, such as production, finance, and operations, to align procurement activities with organization needs.

## **Building relationships**

- Operations Officer will requires continued professional internal and external interaction/communications, both in person and via phone and email.
- Operations Officer will require regular, professional interactions with the Thai Government

## **Qualifications & Experience**

- A minimum of a Bachelor degree in administration or related fields.
- Experience working in similar position with an international NGO is preferred
- Strong analytical and interpretative problem-solving skills
- Self-motivated and resourceful, with the proven ability to multi-task and operate successfully under tight deadlines and time pressures
- Strong written and verbal communication skills in Thai and English

## **Knowledge**

- Knowledge of human resources lifecycle e.g, recruitment, induction, people management, appraisal, training etc.
- Comprehensive knowledge of Thai government regulations regarding NGOs and related financial issues
- Basic understanding of conservation issues in Thailand and the region



## **Skills & Abilities**

- Self-starter, pro-active and uses initiative - can work independently and priorities own work load.
- High level of written and spoken English and Thai.
- Computer literacy (excellent IT skills); competent in the use of Microsoft Excel, Word, and other MS tools;
- Flexible and able to work under pressure and often to tight deadlines; including the ability to prioritize tasks.
- Able to work independently without supervision but also accustomed to working in a team.
- Ability to architect strategy along with leadership skills.
- Proficiency in Microsoft Office and with business application software, purchasing and resource planning systems.

## **Requirements**

- To ensure that the policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work.
- To ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- To demonstrate professionalism towards sensitive and confidential information.
- To comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- To be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

## **Other Requirements**

- The Operations Officer must have the ability to travel, have a current and valid driving licence, be willing to work outside of normal office hours (e.g. on weekends).
- Competence to build and effectively manage interpersonal relationships at all levels of the organization.
- Thai National Only



## **How to Apply**

Candidates who meet the requirements should send an English-language email with their curriculum vitae and letter of inspiration to JazzHR and [wildcat@panthera.org](mailto:wildcat@panthera.org). The deadline is 22 April 2024. Only shortlisted candidates will be contacted and Interview will be held between 23-26 April 2024.

