

Administrative Agent

Administrative Agent (1 open position)

Closing date: 23 March 2023 (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 **Administrative Agent is based in Mae Sot office under the supervision of the HR Admin Manager (Thailand), based in Maesot, Thailand.**

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.

In Thailand, HI started working in 1984 and currently implements activities for Burmese refugees along the Thailand-Myanmar border under three thematic areas: Rehabilitation, Disability Social Inclusion (DSI) and Explosive Ordnance 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=3p2OWI6T3AY&t=127s>

WORKING ENVIRONMENT

HI Thailand has three main pillars of intervention within the Myanmar/Thailand Program:

- Armed Violence Reduction (AVR) including Explosive Ordnance/Mine Risk Education,
- Inclusion of persons with disabilities with Disability Social Inclusion (DSI), with a MHPSS component,
- Health with project covering physical and functional rehabilitation.

OBJECTIVES OF THE POST

The Administrative Agent is under the direct supervision of the HR Admin Manager. He/she assist with human resources and administrative management related to national staff, camp base staff, and admin. services, in order to support & ensure the needed documents & procedures, are implemented efficiently.

JOB DESCRIPTION

Administrative Agent is expected to performs follows:

Responsibilities

Responsible 1: Act as the focal point for HI Administrative communication flow

- Organize/install information boards and ensure all needed information is accessible for all.
- Update internal contact list (phone + email) & organization chart and external contact list regularly (phone, name, address: NGOs, MOI, SS, MOL, Hospital, Police Station, Fire, etc.)
- Receive and transfer incoming calls to the concerned staff.
- Record and forward incoming messages to concerned persons.
- Manage in/out documents-letters, and reception visitors & reports.
- To assist in preparing all documents support for HI staff.

Responsible 2: To support HR management for HI Thailand staff

- To deployment of HI People for national staff such as achieving, data entries and uploading documents in HI People.
- Create HI card for national & international staff and HI business card.
- Implement procedure of attendance sheet, timesheet, leave request & leave balance.
- Closed coordinate & follow up with Logistics in order to get yearly good quality services provider for vaccination (Flues) for staff on time.
- Organize fare-well /staff cerebation.

Responsible 3: Support in dealing with the Thai Government Authorities

- Ensure administrative support for the implementation activities in Thailand site with respect to internal regulation, term & conditions of engagement and legal framework and defined by Thai authorities such as the Ministry of Interior (Mol), the Ministry of Labour (MoL), Social Security Fund Office, Immigration, etc.
- Request camp pass for HI staff & visitors and permission for refugees to go out, to deliver material to camps, for video/movie shooting.
- Coordinate and update info. related camp pass, visa, WP for report to MOI and CCSDPT
- Request and update file related Visa and work permit for Expat /Non-Thai local contract employee.
- Prepare staff list monthly, quaterly report and HI proposal to submit Mol BKK (Eng & Thai) and 6-months report for MoL.

Responsible 4: Assist the Admin & HR Officer with the management of Camp Based Staff (CBS)

- Assist the Admin & HR Officer and Project Manager with the CBS recruitment process.
- Prepare the documents for CBS orientation, read and sign all needed documents such as LoA, Job descriptions, Terms & conditions of appointment for CBS (TCs), HI Code of Conduct, HI Anti-Corruption, etc.
- Collect all the probation periods of CBS and update the CBS data files, attendance sheet and leave balance every month.
- Create the CBS – HI card.
- Assist the Admin & HR Officer to prepare CBS monthly receipts.

- Equip CBS with HI Identity card and other documents as required (recommendation letter, work certificate, etc.) and prepare the termination of appointments documents and final payments.
- To follow-up of CBS & proper up-to-date filing of all CBS & scan & archive files

Specific missions: *In addition, the Admin Agent may be requested undertaking any other duties that is considered necessary for the well-running of the service requested by his/her line manager.*

Duty Station : Mae Sot (Frequent travels to camps and Bangkok)
 Line Manager of the position holder : HR Admin Manager
 Position holder is Line Manager for : N/A
 Position holder is technical referent for : HR Admin Officer

Qualification Required

Academic Qualification

- Certificate or Bachelor degree on administration / general management/ Education or Art related to major English or Thai Language or related field from well-known technical college or university is required.

Experience

- At least 1 year experience on HR and /or administrative tasks is required.
- Experience working with local or International NGOs, civil society organization especially those working along Thai-Burma border will be an advantage;

Technical Skills & Cross Cutting Skill

- Ability to adapt to the complex and stressful working conditions
- Strong interpersonal and communication skills
- Cultural sensitivity, adaptability, willingness to travel is an advantage:
- Ability to use the Microsoft Word, Excel, email and web searches is mandatory.
- Very strong interpersonal skills: strong communication and diplomatic skills is great asset

Language skills

- Workable level in English and fluency in Thai language, both in written and Oral is required.
- Knowledge of Karen or Burmese is an advantage.

Behavioral Skills:

- Active Listening
- Ability to work within a multi-cultural team
- Self- initiative
- Adaptation Skill

- Solution-focus
- Sense of negotiation
- 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, phone card credit, 13th month bonus, seniority of 2% after the 1st year of employment and training possibilities.

Start preferably: 1 April 2023 or earlier

How to apply: In the subject line of the email please write “**Administrative Agent**”

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

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), Fraud and corruption and Code of Conduct.

All information shared by the applicants remain confidential.

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