

Job Description “Project Coordinator”

Position	Project Coordinator
Location	Samut Sakhon, Thailand
Organization	Labour Rights Foundation (LRF)
Hours of Work	40 hours per week
Contract Type	Full-time, fixed term, subject to annual renewal upon a satisfied completion of staff evaluation
Supervisor	Director
Numbers of supervised staff	Project Staff Team
Starting Date	As soon as possible
Deadline for application:	20 March, 2025
Remuneration Package:	
<ul style="list-style-type: none"> • Salary • Social security insurance • Annual leave 	
<p>About The Organization</p> <p>The Labour Rights Foundation (LRF) is an organization dedicated to protecting and promoting migrant workers' rights. LRF empowers migrant workers to organize themselves, raise their voices, and engage in a meaningful social dialogue with the government, employers and other stakeholders. LRF also assists workers in accessing justice when their rights are violated.</p> <p>Vision</p> <p>Our vision is for all migrant workers in Thailand to fully enjoy their rights, including the rights to freedom of association and collective bargaining. Empowered and united, these workers can protect and promote their rights while improving workplace conditions. Better working conditions lead to enhanced worker performance and productivity.</p> <p>Mission</p> <p>Our mission is to consolidate workers' power to protect and promote their rights at work. We enhance the capacity and knowledge of migrant workers regarding international labour rights standards and Thai labour laws. In collaboration with our Migrant Workers' Solidarity Community (MWSC), we empower and organize migrant workers so that they can engage in meaningful dialogue with their employers and the government.</p>	
<p>SUMMARY OF THE POSITION</p> <p>The project coordinator will lead the project management, planning, implementation, monitoring, and evaluation of the 'electro project' LRF is implementing in collaboration with a consortium of international partners. She or he will work with project partners to achieve the aim of protecting and promoting the rights of migrant workers in the electronic sector by leading in LRF's key areas of activities including workers' rights monitoring, raising awareness of labour and human rights standards, workers' organizing, providing para-legal case assistance, and advocacy.</p>	

The project coordinator will lead in conducting risk assessments in the supply chains in the electronics sector in the Bangkok metropolitan area and other provinces with a focus on the situations of migrant workers and institutional and legal barriers migrant workers face to access ethical recruitment and access to justice. The project coordinator will lead in preparing project reports, policy papers and advocacy letters to communicate to duty bearers including companies, public buyers, and governments.

SCOPE OF WORK

The coordinator is required to undertake the following roles and responsibilities:

1. Lead the development of the project plan, operational plan, and annual budget plan of the project, including the monitoring and evaluation system to ensure that the project is well managed effectively and efficiently; and collaborate with partner institutions to meet the requirements of the donor.
2. Regularly monitor the project plans of action and the detailed implementation plan every three months to ensure that the projects are on track. Ensure all finances spent under a project are in accordance with the authorized project budget and the requirements of the donors with good governance, accountability and transparency.
3. Lead to ensure transparent and correct project-related financial transactions and recordings and ensure the expenditure stays within the budget.
4. Lead the production of high-quality reports to ensure communications, collaborations, and reporting of financial and project activities, challenges and progress, to the donors and project partners as the project requirement.
5. Manage the project team including developing and/or reviewing job descriptions for all staff under his/her line management, in collaboration and support with the recruitment team.
6. Lead in conducting preliminary desk review, assessment, analysis of workplace situations of migrant workers in the electronic sector and produce policy reports, papers and advocacy letters to communicate to relevant stakeholders including companies, public buyers and governments.
7. Act as a representative of the organization in a range of public settings, including at public events, workshops, conferences and, if required, in court cases related to obtaining migrant worker justice.
8. Collaborate with the Migrant Workers' Solidarity Community, MWSC to establish network of migrant leaders who will advocate and campaign for positive changes for migrant workers.
9. Respect and abide by LRF's vision, mission, and values, ensuring that his or her conduct is consistent and compliant with the LRF staff Code of Conduct, human resources policies, and safeguarding policies;
10. Ensure appropriate conduct and professional representation whenever representing LRF at internal and external events.
11. Demonstrate high ethical standards, professionalism and visible support and promotion for outcomes and values.
12. Comply with all other reasonable and legal directions of the supervisor as required. Perform other duties commensurate with skills and experience as required.

Required Qualifications

1. A minimum of 5-year experience in organizations working for migrant workers' rights.

Labour Rights Foundation (LRF)
มูลนิธิเพื่อสิทธิแรงงาน (มสร.)
สำนักงานใหญ่ มูลนิธิเพื่อสิทธิแรงงาน (มสร.)

2. Strong experience in project management, team leadership, and people management with excellent cross-cultural and inter-personal skills, emotionally and culturally intelligent leader and manager of the team.
3. Proven in-depth understanding of and knowledge on migration and labor rights in both sending and destination countries.
4. Knowledge and experience in leading the research, documentation, and analysis of workers' rights situations at the workplace, preferably in the electronic sector by using the worker-driven monitoring methodology.
5. Knowledge in business and human rights including UN Guiding principles on Business and human rights, international human rights and labour standards including human rights due diligence regulations, and the EU Forced Labour Regulation.
6. Experience in advocacy/campaign work and proven track record in developing and influencing policies and practices on migrant workers' rights.
7. Effective stakeholder engagement with various stakeholders including businesses, government, international organizations, Thai labor unions and migrant workers' communities.
8. Experiences in capacity building with training, workshops and facilitation.
9. Excellent analytical and conceptual skills with understanding of and commitment to diversity and gender equality with ability to integrate gender into programs and advocacy work
10. Excellent communication skills in **English and Thai** for lobbying and meeting the needs of high-level decision-makers.
11. Ability to think strategically and creatively, prioritize, plan, and organize work in a complex institutional setting.
12. Ability to travel within Thailand and outside the country to attend meetings, workshops and trainings.
13. Computer proficiency including Microsoft Word, Excel, Power Point, and email corresponding.

How to apply:

To apply, please submit your up-to-date CV by including information on your relevant experience and achievements to hr@lrfmwsc.com along with a cover letter that describes why you are the most suitable person to take this assignment and a sample written work in English. Please also include a salary expectation and three referees in the application letter.

Job Description “Finance Manager”

Position	Finance Manager
Location	Samut Sakhon, Thailand
Organization	Labour Rights Foundation (LRF)
Hours of Work	40 hours per week
Contract Type	Full-time, fixed term, subjected to annual renewal upon a satisfied completion of staff evaluation
Supervisor	Director
Numbers of supervised staff	Finance and administrative officer
Starting Date	As soon as possible
Deadline for application:	20 March, 2025
Remuneration Package:	
<ul style="list-style-type: none"> • Salary: 420,000 gross per annum • Social security insurance • Annual leave 	
About The Organization	
<p>The Labour Rights Foundation (LRF) is an organization dedicated to protecting and promoting migrant workers' rights. LRF empowers migrant workers to organize themselves, raise their voices, and engage in a meaningful social dialogue with the government, employers and other stakeholders. LRF also assists workers in accessing justice when their rights are violated.</p>	
Vision	
<p>Our vision is for all migrant workers in Thailand to fully enjoy their rights, including the rights to freedom of association and collective bargaining. Empowered and united, these workers can protect and promote their rights while improving workplace conditions. Better working conditions lead to enhanced worker performance and productivity.</p>	
Mission	
<p>Our mission is to consolidate workers' power to protect and promote their rights at work. We enhance the capacity and knowledge of migrant workers regarding international labour rights standards and Thai labour laws. In collaboration with our Migrant Workers' Solidarity Community (MWSC), we empower and organize migrant workers so that they can engage in meaningful dialogue with their employers and the government.</p>	
Roles and Scope of Duties of the Finance Manager	
<ol style="list-style-type: none"> 1. Support the management in the development of strategic plan, operational plan and to ensure project implementation and project progress meet the stated goals, objectives, and results. 2. Manage finance and accounting functions of all LRF office locations. Ensure smooth and transparent operation of the organization's finance and accounting process and system. 	

Labour Rights Foundation (LRF)
มูลนิธิเพื่อสิทธิแรงงาน (มสร.)
สำนักงานใหญ่ มูลนิธิเพื่อสิทธิแรงงาน (มสร.)

3. Review and validate the processing of payments, including payroll, vendor payments, and program-related expenses, and ensure the proper and secure filing and archiving of all relevant documents (vouchers, invoices, contracts, procurement documents, etc).
4. Manage and support the annual audit e.g. confirmation of audit plan and schedule with the external auditor and documentation. Manage any other audit requirements, such as donor audits.
5. Prepare a monthly bank and cash reconciliations and reports to ensure transparent finance and accounting.
6. Ensure the internal policies and procedures are in place and are enforced. Provide orientation on the finance manual and related policies and forms to new staff members.
7. Control and monitor cash advance requests and ensure that cash advances are cleared within the required timeframe.
8. Manage the monthly budget and activity tracking development and approval process for the organization, ensuring adherence to Standard Operating Procedures (SOPs) for monthly budget planning and approval of activities.
9. Support the management and program team for the budget proposal development. Ensure that all necessary costs are included in the budget.
10. Develop budget VS actual status reports, monthly and quarterly financial progress reports, and financial reports for donors.
11. Ensure the timely and accurate submission of monthly and annual taxes and other obligations e.g. social security, personal income tax, withholding tax, audited financial statements, and other documents to the relevant government offices; and, prepare and file intermittent updates and reporting to the government as needed.
12. Ensure organizational cash-flow and smooth budget management; ensuring approved activities and ongoing office expenses are forecasted and bank balances are sufficient. Update cash flow and cash forecast monthly and/or quarterly as needed.
13. Adhere to established organization safety/security policies and procedures.
14. Adhere to the prevention of sexual abuse and exploitation code of conduct, sexual misconduct policy, and consensual relationships policy;
15. Perform other tasks assigned by the Director.

Required Qualifications

- Bachelor's degree or higher in finance, accounting or related fields of study.
- Work experience 3-5 years in finance and accounting. Work experiences in NGO sector is a good asset.
- Knowledge of computerized accounting software is a plus.
- Good communication skills in Thai and English languages (reading, speaking and writing).
- Good understanding of accounting principles and Thailand Tax Law.
- Detailed-oriented, self confidence, team work and able to work with minimum supervision.

How to apply:



Labour Rights Foundation (LRF)
มูลนิธิเพื่อสิทธิแรงงาน (มสร.)
สำนักงานใหญ่ มูลนิธิเพื่อสิทธิแรงงาน (มสร.)

We are looking forward to hear from you! To apply, please submit your CV to **hr@lrfmwsc.com** along with a cover letter indicating why you are suitable for this position. Only shortlisted candidates will be contacted. For those successful candidates, the reference checks will be performed. All employees are expected to carry out their duties in accordance with our Code of Conduct including Human Resource and Safeguarding policies and procedures.