

# Senior Human Resources & Administrative Officer, USAID/Burma Diversity and Inclusion Scholarship Program (Hybrid)

Institute of International Education

Bangkok, Thailand

## Job description

Job Title

The Senior Human Resources & Administrative Officer for the Diversity and Inclusion Scholarship Program (DISP) helps to manage staffing and HR-related services within IIE. Carries out activities related to recruiting, hiring, onboard and offboarding staff; helping staff understand and use benefits and complete performance evaluations; and executing administrative activities, such as procurement, inventory, events support and facilities management. Works with other team members in the completion of tasks and day-to-day activities and communicates the status of activities on a regular basis with the team and other relevant team members within IIE. Supervises small team.

## Essential Functions:

- Ensure compliance with local labor laws, organizational policies and sponsor requirements. Collaborate with home office HR to draft and review local policies and procedures. Support the Chief of Party in implementing organizational policies related to team members conduct, security, and operational procedures.
- Oversee local recruitment, onboarding, and orientation processes for new staff, ensuring compliance with organizational and sponsor policies.
- Oversee work permit and visa process for non-Thai staff, including application, renewals and related tasks.
- Liaise with home office HR to provide advice and support on HR issues such as staff welfare, performance management, conflict resolution, and disciplinary actions.
- Partner with program management to develop and implement staff training and development programs to build capacity and improve performance.
- Oversee employee records, contracts, and probationary performance appraisals, ensuring all documentation is up-to-date and accurate. Maintain accurate records of administrative transactions, ensuring proper documentation and filing.
- Coordinates the renewal of local benefits package with home office HR and enrolls staff under applicable plans. Responds to all local staff HR, personnel and administrative related issues and questions and escalates more complex issues or questions as appropriate.
- Collaborate with the local finance team to administer HR and admin budgets.
- Support the F&A Manager in office administration, including procurement of supplies, maintenance of office equipment, and ensuring compliance with safety and security protocols.
- Support logistics planning and implementation for program events, meetings, and workshops.
- Manage the administration of the program's travel and accommodation arrangements for staff and visitors.

**The Institute of International Education ("IIE") has a hybrid work environment that allows team members a combination of in-office work and telework at any of the locations listed above.**

## **Job Requirements**

### **Education and Work Experience:**

- Requires a bachelor's degree and at least five (5) years of related experience, or an equivalent combination of education and experience.

### **Required Knowledge, Skills and Abilities:**

- Bachelor's degree in human resource management, Business Administration, or related field.
- Minimum 5 years of progressive experience in HR and administration, preferably within an international development program.
- Strong knowledge of local labor laws and HR best practices.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple priorities and work under pressure.
- Strong interpersonal and communication skills, with the ability to work effectively in a multicultural team environment.
- Ability to work under minimal supervision.
- Proficiency in Microsoft Office Suite and HR management software.

### **Preferred Knowledge, Skills and Abilities:**

- A master's degree is preferred.
- Experience working on US government-funded programs or other donor-funded initiatives, preferred.
- Knowledge of psychosocial support or staff welfare programs, preferred.

### **Work Conditions & Physical Demands:**

Essential functions are performed in a general office setting with low noise. Job demands may require long periods of sitting; telephone work and/or computer work, as well as interactions with other team members and external stakeholders. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. IIE is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.