



DOCTORS WITHOUT BORDERS (THAILAND)

ดีเอกเตอร์ส วิทเฮนธ์ บอร์เดอร์ส (ประเทศไทย)

**VACANCY ANNOUNCEMENT for
FIN/HR Assistant - (Based in Maehongson)
DOCTORS WITHOUT BORDERS THAILAND (DWBT)**

Background of the project

Doctors without Borders (Thailand) Co. Ltd, is working with national and international partner organizations in the field of healthcare related support activities in Mae Hong Son province as well as the Southern provinces of Pattani, Yala, Narathiwat and Songkhla since 2017. DWBT is neutral, impartial, and solely medical in nature with no religious, political, or human rights objectives.

Main Purpose

Execute administrative tasks and do follow-up of project accountancy, according to administration manager's indications and **DWBT** procedures, in order to ensure legal compliance and keep strict control over monetary resources.

Main responsibilities

- Execute administrative and legal related tasks, under supervision of the Finance HR Manager, checking payroll calculations and updating personal files in order to ensure accuracy, compliance and on time payments.
- Implement cash management procedures in order to ensure the highest control and security and ensure cash availability.
- Prepare employment contracts in conformity with legal requirements including specific amendments when necessary, in order to ensure local labour and fiscal law compliance.
- Enter data into the HR database and personal files and keep them up-to-date in order to facilitate HR processes management.
- Update Social security, Tax office employee files in order to meet legal requirements and duties.
- Draw up monthly pay slips for all staff, editing and updating the necessary data, in order to ensure the punctuality and accuracy of staff payroll.
- Draw up the final pay slip and employment certificate at the end of a contract in order to meet legal requirements while defending **DWBT**'s interests.
- Assist the administration manager in the provision of monthly treasury and planning in order to ensure the coverage of daily needs, advances on salaries, payroll, etc.
- Process the payment to suppliers and keep strict on all documentation involved, informing the administration manager of any sort of disparity.
- Carry out all accounting tasks and activities in order to ensure strict control of all expenditures and the reliability of statements and documentation.
- Classify and prepare all accounting pieces as requested by the Finance HR Manager.
- File the accounting documents and enter the accounting pieces in the accounting software, with the support from the Finance HR Manager and/or the Accounting Manager (ACMA).
- Support the Finance HR Manager in translating documents into local language.
- Assists the Finance HR Manager in meetings upon request and any other tasks as required.
- The FIN/HR Assistant will be responsible to perform Project HR matters, under supervision of FIN/HR Manager.
- Fin/HR Assist will replace other counterparts in the department when needed, during holidays, or cover for the HR Manager.
- Assist HR/Fin Manager in conducting recruitment tasks such as preparing job advertisements, posting vacancies on the panel website of DWBT, logging application forms/CVs, organizing recruitment timetables, arranging interviews, administering interview tests, and distributing interview packs and/or any other relevant information to interviewees/panels.
- Administer the process for new employees, for example, by preparing offer letters and pre-employment checks (i.e., right to work, qualifications, etc.).
- Ensure Homere contracts are generated for new joiners and renewals as per our policy, and personal files are kept up-to-date both in hard copy and soft copy in order to facilitate HR process management.
- Preparing recruitment reports and data analysis around recruitment.



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แพทย์ไร้พรมแดน วิชาแพทย์ บุรุษไร้พรมแดน (ประเทศไทย)

- Liaise with line managers/relevant departments to ensure they are aware of induction/onboarding procedures as well as any other important information (for example: start date).
- Conduct briefings/induction for new joiners upon request by FIN/HR Manager.
- Draw up monthly pay slips for all staff, editing and updating the necessary data, in order to ensure the punctuality and accuracy of staff payroll.
- Draw up the final pay slip and employment certificate at the end of a contract in order to meet legal requirements while defending DWBT's interests.
- Prepare HR reports after closing month from Homere and share with PAM/ HR Manager and ensure accuracy of data in data base.

Requirements

- Education:**
 - Desirable HR management, finance, business or administration related diploma
- Experience:**
 - Essential previous working experience of at least two years in relevant jobs.
 - Desirable experience in DWBT or other NGOs
- Languages:**
 - Mission language (English) and local language (Thai) essential, ethnic language (Karenni, Shan, or Karen) desirable
- Knowledge:**
 - Essential computer literacy (word, excel, internet)
- Competencies:**
 - Results
 - Teamwork
 - Flexibility
 - Commitment
 - Stress Management

HR & Benefits

- Salary: 31,838 Baht gross per month and 13th Month Salary
- Housing allowance (as per HR policy for relocated staff)
- One-year contract renewable.
- Health benefit package as per HR polices.
- Desired starting date: immediately

How to apply

Please send your CV and cover letter (in a single PDF file only), stating your motivation and what can you contribute to the position, with the subject Ref: **“FIN/HR ASSISTANT (MHS)”** to maehongson-finhr-assist-mhs1@dwbthailand.com on or before **29th Mar 2024 at 5:00 PM**. Only short-list candidates will be contacted and invited for an interview/exam.

DWBT IS PROMOTING DIVERSITY AND MULTICULTURALISM IN THE WORKPLACE