



**DOCTORS WITHOUT BORDERS (THAILAND)**

**ด็อกเตอร์ส วิทเฮงท์ บอร์เดอร์ส (ประเทศไทย)**

## VACANCY ANNOUNCEMENT

**HR Manager - Based in Bangkok**

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### **Background**

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 Purposes**

Responsible for the implementation of Human Resources policies in the project and the correct Administrative Management of all staff working in the project (National, International, Regional, etc).

### **Main Responsibilities**

- Together with the HR Coordinator, update the project's organizational chart and job descriptions.
- In close coordination with HR Coordinator, calculate the HR operational needs and the associated budget in order to efficiently ensure the required sizing and capabilities of Thailand Coordination and to facilitate budget following-up.
- Ensure hiring, carry out amendments and contract termination formalities for employees at Thailand Coordination level, according to labour local laws, archiving and updating individual employee files, informing them on their rights and preparing all mandatory tax declarations, in order to ensure legal compliance.
- Assist the team leaders, managers and supervisors to draw up annual holiday planning in order to forecast HR needs and to ensure HR availability for the mission activities.
- Supervise/perform payroll procedures, ensuring that all data related to monthly salary calculation of national employees of the Thailand Coordination are correctly entered in Homere (days off, unpaid leaves, sick leaves, overtime, salary advance, etc.), in order to ensure on time and accurate salary payments.
- Under supervision of the HR Coordinator, ensure indexation process of national staff salary grids in order to ensure internal equity, cost-of-living adjustments and the correct application of employment conditions in the project sites.
- Support, in close coordination with the HR Coordinator, the line managers in detecting training needs, in properly evaluating people performance and in potential identification, in order to improve people capabilities, and their end results contribution to mission goals.
- Plan and supervise, in close coordination with the Personnel Development Manager (PDM), the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required.
- Together with the HR Coordinator, support the line managers in implementing the internal communication policies in order to boost staff active participation and DWBT commitment.
- In close collaboration with the HRCo, applies the administrative procedures part of any Memorandum of Understanding (MoU) in force between local partners (eg. Ministry of Health, etc.) and DWBT.
- In close collaboration with the HRCo, looks for the best options to avoid and/or solve possible labour conflicts.
- Ensures all staff in the Thailand Coordination (National, International, Regional, visits, etc.) is properly briefed and/or inducted.
- Is responsible for all movements and/or accommodation of staff in the Thailand Coordination.
- Ensures all HR reporting of the Thailand Coordination.
- Ensure, in close collaboration with HRCo and Personnel Administration Manager (PAM), that all international and internal movements in DWBT are properly managed (visas, tickets, per diem when necessary, dates of arrival/departure, etc.), and ensures proper accommodation conditions (i.e. room, food, etc.) by informing all relevant people/departments.



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- Coordinate with legal officer in Bangkok on local HR guidelines, labor related issues in consultation with functional line manager.
- Will be focal person to manage Homere data accuracy, corrections and updating systems as and when required by -Personnel Administration Manager (PAM).
- Review and submit monthly homere payroll reports, homere closing, and statistics to HRCo/PAM.
- Coordinate admin matters in Bangkok, and support regional travel admin and Asia mission in organizing events, hotel bookings etc.
- Conduct briefings for new arrivals in Bangkok and share dos and don'ts, as per DWBT guideline
- Coordinate with HRCo in payment of perdimas for expats arriving in mission first time.
- Post vacancy on job sites, review job adverts, long list CVs for Bangkok positions or assist when need support for project and get validation from Coordination for local recruitments.
- Ensure use of standard templates in both projects, and provide support to admins, in applying right tools.
- Visit project offices of DWBT in Thailand and provide HR support when needed.
- Gap fill Admin positions in project, when on leaves or detachment.
- Ensure an efficient filing system (physical and electronic files) of all administrative files at Mission level, granting strict confidentiality of employees' personal files and other administrative private documents .

#### **Requirements**

- Education:**
  - Degree in management (business, HR) or administration
- Experience:**
  - At least one year in administration management Desirable, good knowledge of local administration
- Languages:**
  - Mission language (English) and local language essential
- Knowledge:**
  - Essential computer literacy (word, excel, internet)
- Competencies:**
  - People Management
  - Commitment
  - Flexibility
  - Results
  - Teamwork

#### **HR & Benefits**

- Salary: 53,137 THB gross per month and 13th Month Salary
- One-year fixed term contract with the possibility of renewal, with 3 month-probation period
- Health benefit package
- Desired starting date: immediately

#### **How to Apply**

Please send your **CV and cover letter in ENGLISH (in a single PDF file only)**, stating your motivation and what can you contribute to the position, with the subject Ref: "HR Manager" to [msfe-asia-recruitment@barcelona.msf.org](mailto:msfe-asia-recruitment@barcelona.msf.org) **on or before 17 April 2024**. Applications that are not completed (CV + Covering letter) will not be considered.

Only short-list candidates will be contacted and invited for the interview.

**DWBT IS PROMOTING DIVERSITY AND MULTICULTURALISM IN THE WORKPLACE**