SAVE THE CHILDREN INTERNATIONAL PROGRAMS
ROLE PROFILE

Save the Children

JOB TITLE: Administrative Officer	
TEAM/PROGRAMME: Support Services	**LOCATION: Bangkok, CO Project Thailand (MEC)**

Type of Contract:

Permanent ☐

Fixed Term X☐ *(One Year Contract with possibility of extension)*

ROLE PURPOSE:

Administrative Officer will be responsible for all administrative functions of SCI Project Office in Thailand related to travel, logistics, support for meetings, reimbursement and payment processing, procurement filing and documentation, visas, accommodation for international staff and visitors; and facilities management for SCI POT staff and visitors.

SCOPE OF ROLE:

Reports to: Operations Coordinator

Staff reporting to this post: None

Budget Responsibilities: The SCI Project Office Thailand in Bangkok is the implementing for SCI Project office Education Programme. It is registered as regional office with the Thai Ministry of Labour and is responsible for SCI presence and regional programming from Thailand.

KEY AREAS OF ACCOUNTABILITY:

Administration Officer is responsible for the following tasks

Staff support:

- Process visas and work permits for International staff in close coordination with SCT.
- Arrange pre and post arrival, pre and post departure support for international staff, ensuring SCI POT meets all Government and SCI requirements.
- Arrange accommodation, schooling, and other support as needed for staff.
- Develop and maintain welcome pack and guide for international staff.
- Arrange appropriate information related to legal, health and administrative issues and communicate clearly and on a timely basis to staff.
- Record key essential information related to SCI POT staff and visitors.

Administrative Support:

- Manage the administrative function to ensure smooth daily operations, answering phone calls, maintaining trackers, and exchanging information to ensure effective communications in SCI POT team
- Providing administrative support to SCI POT staff and visitors on logistic arrangements i.e. domestic flight booking, hotel reservations, issuing invitation letters, and processing visa if required.

- Manage all logistic administrative support for SCI POT related meetings, workshops, trainings and events ensuring SCI standards and compliance, including procurement of services and documentation preparation.
- Ensure the regular collection and dissemination of mailing and courier services.
- Support Supply Chain to review and annually update all service contracts and lease agreement of SCI POT office, including processing office-related procurement and payment request.
- Support SCI POT colleagues based outside of Thailand with guidance and information for travel to Thailand and trouble support needs of these staff and redirecting to the most appropriate SCI POT team member.
- Prepare the weekly payment schedule in Excel and process payments to suppliers, including office-related expenses and services.
- Prepare withholding tax certificates for suppliers.

Facilities and logistics management

- Process and ensure that lease agreement is secured for SCI POT premises/space, utilities, furniture, and equipment.
- Arrange all necessary equipment such as laptops, printers, telephone, photocopier, all shared equipment and stationeries for SCI POT staff use and support in asset management.
- Maintain the premise, furniture, fittings and all equipment ensuring it is fully functioning and replaced as necessary;
- Manage part time cleaning staff as necessary to maintain premises.
- Support administration arrangement for SCI programme meetings/ training/events.

Other

- Any other tasks assigned by the supervisor.

SKILLS AND BEHAVIOURS (SCI Values in Practice)

Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters

- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrityfuture orientated, thinks strategically and on a global scale.

QUALIFICATIONS

- Bachelor's degree (preferably in Administration or other related fields)
- Able to communicate clearly in English and Thai via verbal or in writing
- Thai Nationality

EXPERIENCE AND SKILLS

Essential

- Having 3 year experience in an administrative role and office management, preferably from NGO sector.
- Excellent Thai and English spoken and written skills
- Excellent organisational and planning skills, and a track record of consistently delivering on time.
- Ability to manage several concurrent tasks and to meet deadlines
- Ability to work in a team with high level of diplomacy and tact in dealing with a wide range of people.
- Experience with computer applications (Microsoft Office, Share Point, Cloud and etc) and ability to troubleshoot network.

Desirable

- Ability to work in a multi-cultural environment, understanding local and international culture
- Willingness to travel locally

Equal Opportunities

The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

SCI is committed to the safety and wellbeing of children and vulnerable adults in all of our programmes. We have zero tolerance for any form of abuse, exploitation, neglect or harassment, whether committed by staff, volunteers, partners or anyone associated with our work.
Safeguarding our Staff: The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy
Health and Safety The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Application Process

Interested candidates should apply and submit a motivational letter, comprehensive CV, expected salary and details of at least 3 referees via the following link:

Apply Here: View the external job posting

Due to the volume of applications, only shortlisted candidates will be contacted.

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All employees are expected to carry out their duties in accordance with our global anti-harassment policy.