



## **Vacancy Announcement: Admin Assistant**

**Job Title:** Admin Assistant

**Job Type:** Full-Time contract

**Location:** Chiang Mai, Thailand

**Start Date:** Immediately

### **Summary**

Equality Myanmar (EQMM) is a local NGO dedicated to promoting the human rights of people from Myanmar through human rights education and advocacy. EQMM was founded as the Human Rights Education Institute of Burma (HREIB) in Thailand in 2000 and was renamed and re-located to working exclusively inside Myanmar in 2013.

### **Some of what you'll do:**

- Assist to Admin & HR Coordinator for Admin/HR concerns
- Support day to day administration/office management
- Support to do Human Resources Functions
- Support to do logistic tasks
- Responsible for staff travel arrangement

**This position is open for Thai nationals or other nationals who living intra country.**

### **Qualifications**

#### **Required:**

- Must be Thai Nationals or Other Nationals (who are living in Thailand)
- Good/Understanding in Thai and English (speaking, writing, reading)
- Background in Admin & HR experience,
- Minimum 1 year experience in similar or relevant roles
- Committed to human rights, social justice, and peace
- Understanding on digital technology skills using various software and mobile apps, including Microsoft Word, Excel, Power Point, Skype, Zoom, Google Workspace (Gmail, Drive, Docs, Calendar, etc.), Proton mail, and Signal.

#### **Desired:**

- Strong demonstrated understanding about human rights
- Previous in-country experience in Thailand
- Previous NGO experience in a similar field
- Creative, self-motivated, and a critical thinker
- Respect for diversity and sensitivity to other cultures
- Flexible, willing to learn new skills, able to work under pressure, and a team player

#### **What we are looking for:**

- Strong and effective communicator, both written and verbal, with excellent interpersonal skills
- Ability to work independently as well as maintain a positive working relationship with colleagues
- Perform multiple tasks under tight deadlines while maintaining accuracy and quality
- Strong attention to detail and follow-through

### **Salary and Benefits**

- Salary range: 5,348 THB – 5,965 THB / per month
- Monthly stipend for healthcare coverage
- 13 month salary based on result of staff annual performance
- Opportunities to participate in periodic professional development trainings and conferences

### **How to apply**

Interested and qualified candidates should send a cover letter, CV, and relevant supporting documents to the Human Resources Officer at [hro.eqmm@protonmail.com](mailto:hro.eqmm@protonmail.com) no later than 5 pm, Myanmar time, on 9 Feb 2022.

We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement. Information you provide will be used for deciding who'll be selected for the next step in our process. Successful candidates will need to be willing to provide two names and contact information for professional references before an official offer can be made.

Only shortlisted candidates will be contacted for interview.

<b>Job Description of the Admin Assistant</b>
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**Title: Admin Assistant**

**Grade Level: Level 5**

**Report to: Admin & HR Coordinator**

**Duty Station: Chiang Mai, Thailand**

**Direct report: Cleaner (part time)**

<b>Administration</b>	<b>50 %</b>
<p><b>A. Communications:</b></p> <ul style="list-style-type: none"> <li>• Answer incoming telephone calls and record messages for unavailable staff members</li> <li>• Perform receptionist duties such as contacts with visitors and staff, arrangement of appointments and meetings, maintain calendars</li> <li>• Assist to organize monthly staff meeting and taking minutes</li> <li>• Coordinate with other departments to ensure compliance with established office rules</li> </ul> <p><b>B. Office Maintenance:</b></p> <ul style="list-style-type: none"> <li>• Ensuring that the office is well-maintained, organized, and secure Provision of support to maintenance of common premises and common services</li> <li>• Arrange to hire part time cleaner under supervision of Admin &amp; HR coordinator and ensure to keep office area clean and tidy</li> <li>• Operate office machines including copiers, scanners, phone, personal computers, and other standard office equipment.</li> <li>• Ensure office equipment is properly maintained and serviced</li> <li>• Ordering and taking stock of office supplies, stationary, etc.</li> </ul> <p><b>C. Liaison Work:</b></p> <ul style="list-style-type: none"> <li>• Making travel arrangements, such as booking flights, cars and making hotel and restaurant reservations</li> <li>• Assist office operations expenses; pay bills, collect vouchers, prepare petty cash book</li> <li>• Perform work related errands as requested such as going to the post office and bank</li> </ul> <p><b>D. Clerical job:</b></p> <ul style="list-style-type: none"> <li>• Perform clerical duties including sorting and sending mail, typing, filing, printing, scanning, etc</li> <li>• Maintain filing systems either manually or electronically.</li> <li>• Maintenance of records on assets management, preparation of reports bi-monthly then submits it to the Admin &amp; HR Coordinator for verification</li> <li>• Update and maintain internal staff contact lists</li> </ul> <p><b>E. Confidentiality clause:</b></p> <ul style="list-style-type: none"> <li>• Ensure that the employee does not share confidential information and organizational secrets with others. This obligation applies both during and the termination of employment.</li> </ul>	
<b>Human Resources</b>	<b>20 %</b>
<p><b>A.</b> Maintain proper records of employee attendance and leaves</p> <p><b>B.</b> Assist Admin &amp; HR Coordinator in hiring/recruitment</p> <p><b>C.</b> Assist Admin &amp; HR Coordinator audits of HR program such as payroll, benefits, recruitment, taxes, attendance, leaves, etc.</p> <p><b>D.</b> Provide clerical support to the HR functions</p>	
<b>Logistics</b>	<b>25 %</b>

- Assist Admin & Logistic Coordinator for logistical assistance (invitation of participants, pay communication, meal and transportation allowance via Mobile banking transfer or other electronic payment, collecting transfer slips) for meetings, conferences, seminars, workshops, trainings, events or campaigns, audio production activities organized by Equality Myanmar program and projects
- Assist Admin & Logistic Coordinator to review purchase requisition request, collect quotations to order service and goods procurement, prepare comparative bids analysis form and tracking of good receiving, dispatching, and registering

**OTHER DUTIES:** Perform other related duties as assigned

**5%**