



Vacancy Announcement: Admin & HR Coordinator

Job Title: Admin & HR Coordinator

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:

- Coordinate and oversee day to day administration/office management
- Knowledgeable of Human Resources Functions
- Knowledgeable of the state-specific labor laws
- Ensure health, safety, security and well-being of staff
- Responsible for team supervision

This position is open for Thai nationals who are living intra country.

Qualifications

Required:

- Must be Thai National
- Must be fluent in Thai and English (speaking, writing, reading)
- Background in Admin & HR experience,
- Minimum 3 years' experience in similar or related Diploma/Degree in office management and human resources management
- Committed to human rights, social justice, and peace
- Proficient 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 Multi-racial citizens
- Perform multiple tasks under tight deadlines while maintaining accuracy and quality
- Strong attention to detail and follow-through

Salary and Benefits

- Salary range: 14,810 THB – 18,924 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 no later than 5 pm, **Thailand time**, on 9 Feb 2022.

We are looking for verification 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.

Job Description of the Admin & HR Coordinator

Title: Admin & HR Coordinator

Grade Level: Level 3

Report to: Admin & Finance Manager

Direct report: Admin Assistant

Dutu Station: Chaing Mai, Thailand

Human Resource Management	45%
<ul style="list-style-type: none">• Ensure health, safety, security and well-being of staff. Respond to internal and external HR related inquiries or requests. Assists necessary needs of the employee during the pre-boarding and onboarding of employees, i.e., staying in touch with them, answering their questions, and so on• Review and amend the Human Resources Policy and Procedures including a Human Resources information system; Ensure that all staff are aware of policies and procedures and that they are being followed• Ensure compliance with HR-related policies and procedures and state-specific labor laws• Prepare monthly payroll sheet in coordination with finance department• Administer health and welfare plans, including enrollments, changes, and terminations. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions• Assisting with performance management procedures, organize probation, periodic and annual performance review with the respective staff's supervisor; Submit the summary report to senior management team• Initiate creative employee retention activities includes; team building, recognition awards, rest and recreation. Introduce regular activities on addressing mental health and well-being of staff to be inspired and motivated to perform tasks.• Monitor staff capacity and coordinate staff development program such as training, seminar, internship, etc; Develop annual budget plan for staff development program • Coordinate and collaborate with other Departments to review, revise, and develop job description and job specification • Managing recruitment/hiring process which include:<ul style="list-style-type: none">○ preparing and posting job openings○ screening and rating applications○ coordinating the selecting process and preparing the interview questions○ organize interview panels and schedule interviews, report summary to interview panel for approval○ participate all position interview with the panels○ administering and scoring employment tests○ ensuring background and reference checks are completed, tracking certificates and report to the interview panel○ issuing employment contracts○ organize induction program for new staff, deliver orientations on Human Resources policy and procedures○ record documents • Create, maintain, and update employees' records (payroll, personal information, leaves, turnover rates etc.) in both paper and the database in Human Resources Information System	

<ul style="list-style-type: none"> • Prepare personnel income taxes calculation and submit it to the Admin & Finance Manager for verification; Manage to pay personnel income taxed to tax authorities • Prepare Human Resources budget projection annually • Manage audits of HR program such as payroll, benefits, recruitment, taxes, attendance, leave, etc.; Respond and clarify to the auditor; Recommends corrective action 	
Administrative/Office Management	35%
<ul style="list-style-type: none"> • Make certain that all administrative systems and processes are highly reliable, finely tuned and well delivered with an aim toward pro-action rather than reaction • Maintenance of records on assets management, verification of reports bi-monthly then submits it to the finance officer • Coordinate and oversee the day-to-day management of supplies, equipment, and facilities for the organization, as appropriate, to include maintenance, inventory management, logistics, security, and related activities • Review and update office rules or policies • Check office email account daily, respond and forward message to the relevant staff • Processing and reporting on office operations expenses (supplies, utility, communication, etc.) • Organize monthly staff meeting and ensure meeting minute is distributed to the staff within a week before the meeting. • Supporting employees by facilitating interdepartmental communications and interactions between internal and external parties • Liaise with local visa service providers and/or Local Authority for valid visa and stay permit for non-Thai citizen staff • Liaise with Lawyer and local authorities for Foundation registration process and timely report to the Admin & Finance Manager • Liaise with local authorities, other agencies, and organization on administrative matters • Prepare administrative operations budget projection annually • Ensure that the employee does not share confidential information and organizational secrets with others. This obligation applies both during and the termination of employment. 	
Team Supervision	15%
<ul style="list-style-type: none"> • Supervise directly to the admin assistant • Oversee and provide guidance to the admin assistant for administrative operations • Facilitate a regular meeting with supervisee to address any issues arising and monitor performance 	
OTHER DUTIES: Perform other related duties as assigned	5%