# Administrative Officer: Job Description

## 1. Job Description

<table>
<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>Reports to</th>
<th>Reportees/Supervision</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Officer</td>
<td>Human Resources/Administration/IT</td>
<td>HR/Administration Specialist</td>
<td>none</td>
<td>D</td>
</tr>
</tbody>
</table>

## 2. Purpose

The Administrative Officer provides support to the Bangkok office in HR/Administration Unit and coordinates with Field Administrator based in different field sites; Mae Sot, Mae Hong Son, Kanchanaburi, Chiang Mai and Myanmar.

## 3. Job Responsibilities, Duties & Tasks

### Administration:

- Assist with database processing including database entry, database updating, database compilation and help to communicate information from HR & Admin Team to TBC staff.
- Assist front-office reception services, including telephone exchange and recording postal correspondence.
- Assist with delivery and receipt of goods and correspondence (e.g. dealing with mail & courier services).
- Assist with travel, accommodation and logistical arrangements for staff and visitors (e.g. arranging bookings, tickets, taxis, etc.)
- Provide secretarial support as required (e.g. typing narrative reports, data entry, scanning and copying)
- Assist in logistics and food preparation for meetings, trainings, and workshops.
- Update, maintain and consolidate TBC employees’ leave record.
- Maintain office equipment and facilities in good working condition and keep the record for Fixed Assets Register/Inventory Record.
- Assist the purchase and monitoring of office supplies following TBC procurement procedures (e.g. collecting quotes).
- Arrange for stocks (e.g. stationery and office supplies) to be replenished and equipment (e.g. air conditioning units and phones) to be repaired where necessary.
- Assist with bill payments following the TBC Staff Policy Manual (e.g. checking receipts and paying bills).

### Government liaison:

- Support visa and work permit application process for international staff and their dependences.
- Coordinate with Ministry of Interior and TBC’s field office to support processing all camp pass requests and permission letters.

### Other Occasional Duties:

- Provide other forms of support as required and/or requested by HR & Admin Specialist.
- Support HR & Admin team during an absence of a team member.

## 4. Job Specification (Minimum Job Requirements)

<table>
<thead>
<tr>
<th>Education</th>
<th>Experience in Humanitarian or Related Field</th>
<th>Experience in specific field or closely-related job, technical and behavioural skills</th>
</tr>
</thead>
</table>
| Bachelor in related field | Not required but would be beneficial | • Bachelor in related field  
• 2-3 years of experience in Administrative work  
• Good people and inter-personnel skills with positive thinking is a must  
• Fair command of Thai & English both in writing and speaking  
• Good computer literacy in MS office esp. MS Xcel and PowerPoint |

## 5. DECISION-MAKING & AUTHORITY

<table>
<thead>
<tr>
<th>Location</th>
<th>Preparation Date</th>
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</thead>
<tbody>
<tr>
<td>Bangkok</td>
<td>May 2023</td>
</tr>
</tbody>
</table>

Please initial your acknowledgement.................
How to Apply:

Interested in this position should send a resume/CV including 2 references, and a cover letter explaining one’s suitability no later than May 31st, 2023 to hr@theborderconsortium.org clearly indicating on the subject line: “Administrative Officer.” Only short-listed candidates will be contacted. The successful applicant will be chosen in June.