

<b>1.0 Job Description</b>				
<b>Position</b>	<b>Department</b>	<b>Reports to</b>	<b>Reportees/Supervision</b>	<b>Grade</b>
Human Resources & Administration Manager	HR, Admin	Executive Director	HR/Admin Officer, HR Admin Assistant, IT field and IT outsource company	G
<b>2.0 Purpose</b>				
Lead the Human Resources and Administration processes within the organisation ensuring service-orientation and a focus on support for programmes. Develop and promote a continuous quality improvement and capacity development human resources model to enable the organisation to adapt and respond to the evolving situation of conflict affected communities and refugees in Thailand and southeastern Myanmar.				
<b>3.0 Job Responsibilities, Duties &amp; Tasks</b>				
<b>3.1 Core Responsibilities &amp; Duties</b>				
Strategy and Policy Development				
<ul style="list-style-type: none"> <li>- develop an annual HR training and development plan based on this strategy and current organisational and staff needs</li> <li>- develop and review HR, administration, and IT policies and propose changes to senior management for approval on an annual basis</li> <li>- consult regularly with Thai and Myanmar labour lawyers as well as other INGOs to ensure that TBC HR policies are legal and policies, pay scales and benefits are labour market appropriate</li> <li>- participate in the INGO (Myanmar) HR forum and the CCSDPT (Thailand) HR Networks</li> </ul>				
Human Resources				
<ul style="list-style-type: none"> <li>- supervise recruitment processes, orientation, training and development planning and implementation, team building, and HR communications</li> <li>- develop and review job descriptions and job advertisements</li> <li>- ensure that recruitment policies are adhered to, that training and development is needs-based, and that HR communications are appropriate, and handled confidentially, when required</li> <li>- take the HR lead on supporting recruitment and orientation processes where international applicants are involved</li> <li>- take the HR lead on supporting supervisors and management in dealing with serious performance management issues and in exercising disciplinary measures</li> <li>- develop and manage the overall organisational performance management system</li> </ul>				
Investigation & Protection				
<ul style="list-style-type: none"> <li>- under the direction of the Executive Director take a lead in handling complaints against staff, within and outside of the TBC Complaints Mechanism</li> <li>- take a lead in promoting awareness on PSEAH, Child Safeguarding, and other protection issues that staff need to be aware of</li> </ul>				
Administration				
<ul style="list-style-type: none"> <li>- supervise the work of the Administration team, provision of day-to-day admin services, new staff coordination and engagement (especially international, insurance coverage, office management and facilities, and relationships and reports with the MoI (OCDP) )</li> </ul>				
Event Coordination				
<ul style="list-style-type: none"> <li>- work with the senior management team, appropriate staff committees, as well as the Admin team to prepare for, coordinate and manage all aspects of annual and ad hoc events including; the Annual Staff Workshop , Extraordinary and Annual General Meetings, Donor/Partner Meetings, in-person Board meetings, Staff Meetings &amp; Workshops, etc.</li> </ul>				
Contracts				
<ul style="list-style-type: none"> <li>- ensure that staff and consultant contracts and employee records are developed, managed and maintained appropriately</li> <li>- work with the Finance Director and Executive Director to set salary levels for staff and pay levels for consultants, and be the point of communication during negotiation processes</li> </ul>				
Payroll				
<ul style="list-style-type: none"> <li>- work closely with Finance to ensure that the human resources and admin systems provide finance dept. the information they need to process payroll</li> </ul>				
<b>3.2 Occasional Significant Duties</b>				
<ul style="list-style-type: none"> <li>- other duties may be delegated by the Executive Director as required</li> </ul>				

4.0 Job Specification (Minimum Job Requirements)		
<p><b>Education</b></p> <p>Degree in Human Resources and Business Administration; Postgraduate degree preferred.</p>	<p><b>Experience in humanitarian or related field</b></p> <p>5 years at a senior level</p>	<p><b>Experience in specific field or closely related job</b></p> <p>Excellent verbal and written communication skills in Thai and English Good people manager and mentor – motivating peers and direct reports through effective leadership Self-directed and works independently Cross cultural skills Computer proficiency in MS Office</p>
5.0 Decision-Making & Authority		
Medium		
6.0 Other		
<p><b>Location</b></p> <p>Bangkok</p>	<p><b>Preparation Date</b></p> <p>May 2023</p>	

**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](mailto:hr@theborderconsortium.org) clearly indicating on the subject line: **“HR & Administration Manager.”** Only short-listed candidates will be contacted. The successful applicant will be chosen in June.