

Job Announcement

Position	Human Resource Management and Administration Associate
Location	Bangkok, Thailand
Employment Conditions	<ul style="list-style-type: none"> Part-time position (2 days a week – 40%) Thai nationality
Employment Duration	<ul style="list-style-type: none"> Start date: 15 March 2018 2-year contract with possibility of renewal (subject to a satisfactory performance assessment during the four-month probation period)
Salary & Benefits	<ul style="list-style-type: none"> A salary in local currency from USD 9,282 gross per annum Health, Dental, and Accident Insurance
Closing date	16 February 2018, midnight Bangkok Time (UTC+7)
Interview Dates	The week of 25 February

About the Organisation

The Asian Forum for Human Rights and Development (FORUM-ASIA) is a membership-based regional human rights organisation founded in 1991 with the mission to promote and protect all human rights, including the right to development, through collaboration and cooperation between human rights defenders and organisations in Asia.

At present, it has 58 member organisations across 19 countries in Asia working on a wide range of issues related to human rights, democracy, and development in their respective countries. Its regional Secretariat is located in Bangkok, Thailand, and has offices in Jakarta, Geneva, and Kathmandu.

FORUM-ASIA is committed to building a peaceful, just, equitable and ecologically sustainable community of peoples and societies in Asia where all human rights of all individuals, groups and peoples—in particular, the poor, marginalised and discriminated peoples—are fully respected and realised in accordance with internationally accepted human rights norms and standards. It advocates human rights issues through engagement with governments, inter-governmental organisations and the United Nations for the better promotion and protection of all human rights.

FORUM-ASIA has special consultative status with the United Nations Economic and Social Council (ECOSOC).

Duties and Responsibilities

Overall purpose of the position:

To support the efficient operation of the Senior Management Team by co-ordinating Human Resource Management (HRM) tasks with a focus on staff recruitment, appointment, induction, staff well-being, performance planning and evaluation, learning and development, the staff separation process and other human resource policies and processes as appropriate.

Specific duties and responsibilities:

- Provide administrative support for the recruitment of full-time staff and consultants. This includes the co-ordination of the job announcement and advertisement, compilation of applications, timetabling of interviews, preparation of required interview documentation, correspondence with interview candidates, etc.;
- Provide administrative support for the appointment of staff and consultants. This includes the drafting of notification letters, employment contracts, etc.;

- c. Co-ordinate an induction programme for new staff members. This includes the timetabling of induction sessions with programmes, updating of induction documentation, etc.;
- d. Provide administrative support for staff probation. This includes the timetabling of probation meetings between supervisor and staff member and administration of probation documentation;
- e. Co-ordinate staff well-being activities;
- f. Provide administrative support regarding staff performance evaluations. This includes the compilation of staff performance plans and evaluations, timetabling of planning, monitoring and evaluation meetings, etc.;
- g. Co-ordinate learning and development activities such as training sessions, knowledge sharing meetings, etc.;
- h. Provide administrative support for the separation process for exiting staff members;
- i. Provide additional administrative support, as required.

Basic Qualifications and Essential and Desirable Selection Criteria

Essential selection criteria:

1. Bachelor Degree in relevant field (Human Resource Management, Business Administration, etc.);
2. Minimum 2 years work experience as Human Resource or Administrative Assistant;
3. Good knowledge of human resource management processes;
4. Good English skills (written and spoken);
5. Advanced skills in Office applications such as Word, Excel, and Outlook;
6. Attention to detail;
7. Strong team working skills;
8. Ability to successfully operate in a multicultural working environment;
9. Strong time management skills;
10. Good analytical skills.

Desirable selection criterion:

Experience of working in an international NGO.

Application Procedures

Applicants are requested to fill in the [Job Application Form](#) and send it by email together with a **self-introduction letter** and **two recommendation letters** to applications@forum-asia.org before **16 February 2018**, midnight Bangkok Time (UTC+7), stating **“Human Resource Management and Administration Associate Application_Your Full NAME”** in the subject line. Please note that late applications will not be considered.

Shortlisted candidates will be invited to an interview (online or face-to-face) in the week of 25 February 2018. The selection process may include a written or practical assessment.