



## Recruitment opportunity – Manushya Foundation

### Director of Operations

#### Manushya Foundation

In Sanskrit, Manushya means 'Human Being'. Manushya was founded in 2017 with the vision to build a movement of **Equal Human Beings**. Manushya is an Intersectional Feminist organization reinforcing the power of Humans, in particular local communities and women human rights defenders, to fight for Human Rights, Equality & Justice!

#### ∞ Our Vision ∞

#WeAreManushyan • Equal Human Beings • We Believe in the 'Infinite Positive Power of Humans' in building together inclusive, just, equal and peaceful societies in Asia, where everyone enjoys human rights, leaving no one behind.

#### ∞ Our Mission ∞

We connect and reinforce the power of local communities across Asia to be at the center of decisions and policies that affect them. Communities become Agents of Change fighting for their rights and providing solutions to improve their lives and livelihoods.

#### The role

To support our growing size and complexity, Manushya is now recruiting a Director of Operations, to ensure that the organisation runs smoothly and effectively, and to help us evolve as we grow.

The Director of Operations will report to the Founder & Executive Director of Manushya, acting as the senior anchor person at the office in Bangkok, managing the day-to-day functions of the organisation and helping to build its long term viability as a visionary agent of change. The Director of Operations will manage the relationships with external vendors responsible for aspects of our operations such as accountants, auditors, legal counsel, HR services and any other such relationships that may be necessary in future. An additional component of the role is the organisation and management of workshops and field missions, including sourcing venues and arranging travel and logistics for Manushya events and meetings.

We are looking for a Thai National or someone with an existing right to reside and work in Thailand. The employment contract will be under Thai law.

Salary indication: 55-70,000 THB (depending on work experience)

## How you'll make a difference

At Manushya Foundation, we are a small team with a great mission and the determination to make real change. We work closely with local communities and act as a bridge to ensure their voices are heard, issues are visible and their access to justice is guaranteed. The ideal candidate to join our team will be able to demonstrate results in the following areas:

### *1. People and culture*

Develop and support functions, policies and systems so that:

- Compensation of staff and core consultants is fair, equitable, and competitive;
- Recruiting, onboarding, and retention processes are effective and impactful;
- We have a highly inclusive culture that ensures team members' organizational outcomes are met;
- We are compliant with country regulations.

### *2. Finances*

Manage MF financial and accounting functions and systems, including bookkeeping, payroll, vendors, and management of the external accounting provider, so that:

- All financial planning, budgeting, reporting, and analyses provide meaningful information for executive and Board decision-making;
- All business policies and accounting practices are compliant;
- The organization is audit and tax-ready when needed;
- The highest levels of ethics are employed in accounting operations and decision-making;
- The organization has sufficient reserves and solvency.

### *3. Grants and donor management*

Create and manage systems to support a robust fundraising and donor relations function, in collaboration with the Executive Director: assist with developing fundraising proposals and budgets, and manage grant reporting.

Develop Manushya Foundation's MEL and impact systems to ensure systematic learning and high quality reporting.

### *4. Legal management*

Develop and manage robust contracting processes to ensure value for money, accurate administration and reporting, and compliance with statutory/regulatory requirements.

Negotiate and review contractual terms and conditions ranging from procurement of services to partner and funder agreements and engage outside counsel when necessary.

Serve as primary liaison on legal matters with the Executive Director.

#### 5. General administration and IT

Act as Manushya's Officer in Charge in Bangkok, particularly when the Executive Director is travelling, supporting staff and ensuring effective division and clarity of tasks to ensure that deliverables such as workshops are executed effectively.

Effectively oversee and manage the organization's infrastructural requirements, including appropriate information technology.

Produce products and tools to assist the team in managing the performance of projects (including MEL)

Ensure the effective and efficient administration of Manushya, including maintaining filing and record-keeping, and ensuring incoming queries and other correspondence are handled appropriately.

Manage and oversee the organisation of workshops and field missions, including venue sourcing, travel and logistics for Manushya events and meetings.

### Person Specification

#### Essential

##### *Experience*

- At least three years' experience leading in not-for-profit organisational operations with responsibility for people (human resources) and finance;
- Direct experience in implementing business processes and systems, at the right time and at the right scale in the context of the organisation's circumstances and long term strategy;
- Demonstrated experience in business planning and budget oversight;
- Demonstrated experience in contract negotiation, management and administration;

##### *Competencies*

- Mission-focussed;
- Process minded, with a commitment to accuracy and compliance;
- Self-starter who takes initiative, using sound, independent judgment and integrity, and seeking guidance and feedback where appropriate—a doer as well as a manager;
- Positive, team-orientation, and commitment to building trust-based relationships with colleagues. Honesty, loyalty and positivity are valued;
- Commitment to feminist theory and practice;
- Commitment to human rights principles and standards;
- Experienced and comfortable with working within the Thai culture;
- Effective ability and experience working in a multicultural environment;
- Strong oral and written communications skills in Thai and English.

### Qualifications

- Studies: Master's or Bachelor's degree in any of the relevant fields: Business Administration, Human Resources and Finance related fields;
- Willing and able to travel domestically and occasionally internationally, should this be necessary and possible;
- Ability to handle sensitive confidential information;
- Good coordination, service mind, and ability to manage simultaneous priorities under deadlines.

### Desirable

- Thai National with experience in Thai-English document translation/positions and accounting related to NGO, as well as process of visa and work permit;
- Experience in grants management;
- Experience working with local communities.

### Working relationships

You will report to the Founder & Executive Director of Manushya Foundation.

### Working Hours + Benefits

- This is a full-time position (Monday to Friday, with occasional weekend and evenings depending on field trips and workshops which are compensated as additional annual leave);
- Competitive remuneration, social security and add-on benefits after the 3-month probationary period;
- Organizational well-being;
- Flexible working hours;
- Feminist working culture, embracing diversity, equity and inclusion;
- 15 annual leave days per annum, in addition to the public holidays;
- 30 days sick leave as per Thai labour law;
- All travels related to work, field trips are covered by Manushya Foundation;
- Full involvement in Manushya's organizational development to create a better workplace for all.

### To apply



Please send your CV accompanied by a cover note outlining your interest in, and highlighting your qualifications for this position, to [emilie@manushyafoundation.org](mailto:emilie@manushyafoundation.org). The deadline for applications is **12 February 2023**.

### Manushya's Values

As an intersectional feminist human rights organization we apply a gender lens in our structure and in all we do: from our board, team members, to our work on the ground. In addition to feminism, we stand by the following core values:

- intersectionality
- love & compassion
- solidarity
- community & local leadership
- do no harm
- equality
- equity
- diversity & inclusion

### Equal Opportunity

Manushya Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, sexual orientation, gender identity or expression, or any other characteristic protected by international human rights law.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

### More on Manushya

Check our website and social media platforms to learn more about our Theory Of Change, strategies and campaigns!

#### Our Social Media:

**Website:** <https://www.manushyafoundation.org>

**Facebook:** <https://www.facebook.com/ManushyaFdn>

**Twitter:** <https://twitter.com/ManushyaFdn>

**LinkedIn:** <https://www.linkedin.com/company/manushyafoundation>

**Youtube:** <https://www.youtube.com/channel/UCaU7V4i-UFVQnXSV4nVXRfg>