



Human Resource and Administration Officer

Full time

Who We Are

In Sanskrit, Manushya means 'Human Being'. It was founded in 2017 by [Emilie Palamy Pradichit](#), with the vision to build a movement of **Equal Human Beings** ∞ **#WeAreManushyan** ∞ 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.

∞ Our Thematic Focus ∞

1. **Digital Rights:** We work towards the promotion and protection of online freedom of expression and online privacy.
2. **Corporate Accountability & Climate Justice:** We're committed to put People & Planet over Profit!
3. **United Nations Accountability Mechanisms:** We reinforce the power of local communities to engage with UN Human Rights Mechanisms, ensuring their voices and needs are taken into account to improve the situation on the ground. We also pursue international litigation cases to bring Justice to communities!
4. **Powering Women Leaders:** We apply a gender lens to our work and ensure women human rights defenders lead human rights decisions and initiatives.
5. **Resourcing Human Rights Defenders:** We provide subgrants to marginalized communities affected by unfair policies and facing the most adverse impacts of business conducts.

∞ **How does change happen?** 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_

About the Position

Manushya Foundation is seeking a new staff member to strengthen and sustain our foundation operations, with a particular focus on administration and Human Resources. The position will work under the direct supervision of the Director of Operations and Finance.

Duties and responsibilities

Human Resources

- Assist in developing HR plans to support the overall foundation mission, vision, and social impact; including intern/ volunteer/ consultant/ staff recruitment and onboarding plans
- Maintain physical and digital personnel records like employment contracts, timesheets, new hires, position changes, and holiday/sick leave/ compensation leave requests
- Assist in posting intern/ volunteer/ consultant/ staff job descriptions, research job posting sites
- Assist and implement intern/ volunteer/ consultant/ staff training
- Support the orientation of new interns/volunteers/consultants/ staff by providing orientation training, information packets, reviewing Foundation policies, etc.
- Inform staff of benefits packages according to policies or as required
- Schedule and coordinate with managers on provisions of staff trainings on organization systems and processes
- Schedule monthly program meetings, and support the ED's 1:1 schedules.
- Ensure compliance with local labor law regulations on all staff-related matters
- Provide support to the office in all other HR matters

Administration

- Assist in stationary supplies stock-checking and raising Purchase Requisition to replenish the stock including other office supplies for the office helper
- Maintain and update regularly all administrative filing and other documentation online and physical
- Prepare payment requests for office rental, office telephone, mobile phone, internet, and others upon request
- Carry out postal arrangements for all parcels/ posts destined for Bangkok and other field offices
- Translate Thai documents into English language content and proofread administrative emails and documents when requested
- Update assets inventory on a monthly basis
- Assist in the preparation of supporting documents needed for staff/interns for visas and work permits
- Liaise with the law firms for processing visa and work permits and by-law documents
- Assist in organizing all workshops/events/ meetings
- Ensure smooth day-to-day office operations
- Perform other duties as requested and assigned by the supervisor

Procurement

- Assist in purchasing products and materials by following the procurement process outlined in the procurement policies and procedures (SOPs)

- Assist staff in obtaining invoices and receipts from vendors, checking and recording delivery of products and materials from all vendors
- Maintain and update supplier information especially for regularly purchased items
- Maintain and update regularly all procurement filing and other documentation

Requirements

Qualifications

- University or Bachelor's Degree in Business Administration, Human Resource, Management, or equivalent
- Minimum five (5) years of relevant experience in the area as an Administrative/ Programme Officer, Administrator, or similar role
- Detail-oriented, strong organization skills with a problem-solving attitude - Solid knowledge of office procedures
- Experience with visa and work permit arrangements
- Experience with office management software like MS Office, MS Excel, and MS Word, specifically
- Ability to handle multiple and competing priorities
- Familiarity with international NGO principles and practices
- Excellent written and verbal communication skills in written and spoken English and Thai are required.

Conditions and Benefits

The position is a full-time employment position. Salary will range from 30,000 THB to 40,000 THB/month.

- This is a full-time position (Monday to Friday, with occasional weekend and evenings depending on field trips and workshops. The position may require long hours including evenings and weekends to complete tasks which are compensated as additional annual leave).
- Competitive remuneration in the human rights field, social security and add-on benefits after the 3-month probationary period, including complementary health insurance, provident fund;
- Organizational well-being;
- Flexible working hours;
- Personal development opportunities;
- Feminist working culture, embracing diversity, equity and inclusion;
- 1.25 annual leave days per month, in addition to the observed public holidays;
- All travel related to work, field trips are covered by Manushya Foundation;
- Full involvement in Manushya's organizational development to create a better workplace for all.

How to apply

- Applicants should submit their **updated resume/CV** and **cover letter** addressed to the Director of Operations and Finance. Kindly provide **two references**. Use **Human Resource and Administration Officer Application** to be put in the subject line and send it to wearemanushyan@manushyafoundation.org **by 16 August 2024**.
- Interested applicants are encouraged to apply ASAP prior to the deadline as applications will be reviewed on a rolling basis.