

Job Announcement

Position	Human Resource (HR) Management Officer
Location	Bangkok, Thailand
Employment Duration	2 years from date of appointment Subject to a 3-month probation at the beginning of contract
Salary & Benefits	<ul style="list-style-type: none"> • USD 26,000 per annum (2,000 USD per month + 13th month), may vary according to candidate's experience and qualifications • Health, dental and accident insurance
Closing date	29 February 2016
Interview Dates	Will be communicating after shortlisting

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 people—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).

Primary purpose of the position

Support the efficient operations of the Administration Department by coordinating and delivering a diverse range of human resources (HR) management activities with a focus on recruitment, induction, evaluation, HR administration, and staff management and development.

Duties and Responsibilities

Key Accountabilities

- Provide timely and accurate advice on diverse HR management activities, policies, practices and key process including recruitment, appointment, induction, conditions of employment and related issues to managers and staff in the organisation.
- Manage the end-to-end recruitment and selection of appropriate positions as required in accordance with targeted selection recruitment methodology and public sector recruitment policies and practices.
- Provide administrative and coordination support for recruitment including advertising positions, providing information to potential applicants about the recruitment process, processing applications, arranging interviews, preparing and distributing interview packs for panel members, and filing relevant documents on recruitment files.

- d. Coordinate the on-boarding of new staff including letter of offer, new starter documentation, creation of personnel files, facilitation of orientation process and HR sessions and enrolment into document.
- e. Coordinate the evaluations of staff including End of Probation Performance Evaluation, Annual Performance Evaluation, End-of Contract Evaluation, and other periodic evaluations.
- f. Coordinate the separation of exiting staff including conducting exit interviews, separation checklists, closure of personnel files and un-enrolment from HR document.
- g. Develop and maintain a range of HR documentation including letters of offer, contract variations, evaluations, briefs, guides, policies, procedures, templates, flow charts, organisation charts, reports and other documentation.
- h. Develop and maintain human resources standard operating procedures, templates and documents for key process such as recruitment (including recruitment of temporary staff), on-boarding, and separations.
- i. Coordinate a variety work health, safety and security activities including first aid and security training.
- j. Develop staff development program. Explore opportunities for training as part of staff development.
- k. Coordinate the contract process for the engagement of consultants.
- l. Develop regular reports including turnover, recruitment metrics, sick leave, annual leave and other ad-hoc reports as required.
- m. Updates the Staff Rules and Regulations, as needed.
- n. Other duties and accountabilities as required.

Requirements, Skills, Knowledge and Experience

- a. Bachelor Degree in relevant field (Psychology or Human Resources Management)
- b. Minimum 3 years work experience as HR Supervisor or HR Coordinator
- c. Demonstrate relevant human resources professional experience
- d. Experience in managing end to end recruitment in accordance with targeted selection recruitment methodology
- e. Experience in delivering presentation or facilitating training to small groups
- f. Advanced skills in Office computing applications such as Word, Excel, Powerpoint, and Outlook
- g. Good communication skills in English, interpersonal, and the capacity to deal confidently and courteously with people at all levels
- h. Sound analytical and problem solving skills

Application Procedures

Interested applicants are requested to fill in the **Job Application Form** and return the form by email **together with a self-introduction letter, two recommendation letters, preferably from FORUM-ASIA members/partners and a sample of writing to:**

applications@forum-asia.org before 29 February 2016.

LATE APPLICATION will not be considered.

You can get contact details of FORUM-ASIA's member organisations at www.forum-asia.org. Only shortlisted candidates will be responded to. The interview will be conducted by Skype on dates communicated to the shortlisted candidates. A written test may be required after the interview.