

Job Announcement

Position	Human Resources Management Officer (G2-3)
Location	Bangkok, Thailand or remote in Asia
Employment Duration	<ul style="list-style-type: none"> • As soon as possible • 2-year contract with possibility of renewal (subject to availability of budget, a three-month probationary period at the beginning of the contract, and a satisfactory performance assessment)
Salary & Benefits	<ul style="list-style-type: none"> • A competitive salary in local currency from USD 32,760 gross per year (USD 2,310 per month + 13th month) • Health Insurance
Closing date	6 September 2024, midnight Bangkok Time (UTC+7)
Interview Dates	The week of 16-20 September 2024
About the Organisation	
<p>The Asian Forum for Human Rights and Development (FORUM-ASIA) is a network of 85 member organisations across 23 countries, mainly in Asia. Founded in 1991, FORUM-ASIA works to strengthen movements for human rights and sustainable development through research, advocacy, capacity development and solidarity actions in Asia and beyond. It has consultative status with the United Nations Economic and Social Council (ECOSOC), and a consultative relationship with the ASEAN Intergovernmental Commission on Human Rights. The FORUM-ASIA Secretariat is based in Bangkok, with offices in Jakarta, Geneva and Kathmandu.</p> <p>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.</p>	
About the Position:	
<p>The main task of the Human Resources Management Officer is to coordinate with the management and with programme managers, and staff working in all FORUM-ASIA offices as well as remotely in monitoring work plans; putting in place systems for staff wellbeing, evaluate results of performance appraisals, leave records, and improvement plans if applicable and ensure maximum performance of each and every member of the Secretariat. Doing so would facilitate the enhancement of a desirable work culture which is aligned to FORUM-Asia's principles and values.</p>	
Duties and Responsibilities	
<p>Reporting to the Bangkok-based Executive Director and the Senior Management Team (SMT), the Human Resources Management Officer shall carry out the following duties:</p> <ol style="list-style-type: none"> I. Management Support and Coordination <ul style="list-style-type: none"> • Coordinate with management and programme managers in monitoring work plans of staff members; results of performance appraisals and improvement plans, if applicable, and ensure maximum performance of each and every member of the Secretariat; • Align the Human Resources Policy of the organisation with the Staff Handbook and Staff Wellbeing Policy and advise changes to be more in line with international human rights standards and labour laws; 	

- Help the management in fostering working and interpersonal relations between and among staff members through timely team building, conflict resolutions and team building sessions if needed;
- Review, facilitate and monitor implementation of other Human Resources policies of FORUM-ASIA, including recruitment, induction policies as well as the Rules and Regulations for Fellows and Interns, and align the implementation with the Staff Handbook and the Staff Wellbeing Policy;
- Prepare and calculate the monthly payroll of staff and close coordination with Finance Department for monthly reconciliation of payroll; and
- Maintain and update the monthly time sheet of all staff and leave record.

II. Recruitment and Staff support

- Manage the recruitment process including posting of vacancies, communicating with candidates during the selection process and induction;
- Coordinate with the Admin Team in timely updating with a summarised profile of staff and conduct needs analysis in terms of capacity-building, immersion with member-organisations and the communities we serve; and
- Conduct regular interviews with staff members in terms of their workload; inter-personal and working relations with other staff members; and their level of integration with member-organisations.

III. Performance Appraisal and Knowledge sharing

- Oversee the implementation and thereafter the analysis of the 360-degree or 180-degree performance appraisal system, as agreed with all staff;
- Conduct knowledge-sharing sessions on all Human Resource policies of the organisation to all staff and the members of the Executive Committee (EC) of FORUM-ASIA;
- Conduct a Workplace Stress Risk Assessment;
- Conduct diversity, equity, and inclusion (DEI) dialogue at the organisational level on a regular basis by identifying needs and/or areas of concerns among staff; and
- Support management in initiating regular and systematic Knowledge Sharing Sessions on relevant issues by formulating a curriculum in coordination with relevant programmes and if needed, with member-organisations.

IV. Conflict Resolution

- Facilitate resolution of conflicts at the secretariat level in close coordination with the Senior Management Team and in accordance with the Staff Handbook

Basic Qualifications and Criteria

Education:

- A degree in Human Resources Management, staff well-being, human rights, Psychology or related fields

Selection Criteria: Essential

Qualifications and requirements

- A degree in Human Resources Management, staff well-being, human rights, Psychology or related fields;
- Proven and demonstrable expertise in developing staff performance management, Human Resources policies and action plans for the non-profit sector;
- Proven and demonstrable work experience in Human Resources Management and/or Development;
- Ability to work in a multicultural context;
- Excellent command of spoken and written English;
- Experience in multi-stakeholder consultations;

- In-depth knowledge of labour laws of Thailand, Nepal and Switzerland and Human Resources best practices;
- Background knowledge/experience in human rights, development;
- Ability to maintain high standards of ethics, integrity, and professionalism, and to handle sensitive and proprietary financial information; and
- Computer proficiency in Windows Operating systems, MS Office, knowledge of and demonstrated efficiency with databases

Selection Criteria: Desirable

- Completion of relevant HR certification courses;
- A Thai or an International Human Resources Professional based in Bangkok, Thailand, with a permission to work in Thailand; and
- Good understanding of the history and work of FORUM-ASIA

Application Procedures

Applicants are requested to fill in the [Application Form](#) and send it by email together with a motivation letter and **two recommendation letters** to applications@forum-asia.org before **6 September 2024**, midnight Bangkok Time (UTC+7), stating “**Human Resources Management Officer**” in the subject line. Please note that late applications will not be considered.

Shortlisted candidates will be invited to an online interview in **the week of 16-20 September 2024**. The application process may include a written or practical assessment.

All qualified individuals regardless of age, race, colour, sex, gender orientation, religion, national origin, disability, or veteran status are encouraged to apply.