

ASEAN-AUSTRALIA COUNTER TRAFFICKING Terms of Reference

Program and Office Assistant

Deadline for applications

5PM Bangkok time, 26 June 2022

Position

Program and Office Assistant

Position Status

National Position

Duration

1 year with the possibility of extension

Reports to

Operations Manager

Location

Bangkok, Thailand

Remuneration, Performance Management and Reporting Framework

As per ASEAN-ACT HR Framework

Contact details

Queries relating to this position should be directed to

recruitment@aseanact.org

It is essential that you quote 'Program and Office Assistant' in your email title, or you may not receive a response.

Child protection

Cardno is committed to child protection and safeguarding the welfare of children in the delivery of our International Development programs. Recruitment and selection procedures reflect this commitment and will include relevant criminal record checks.

About the organisation

Cardno is a global consulting organisation that manages projects for major donors, delivering aid work in various disciplines such as education, health, governance, resource and environment management and infrastructure. Our work expands across Europe, Latin and North America, Asia, the Pacific and Africa. With over 6,000 staff worldwide, our vision is to be a world leader in the provision of professional services to improve the physical and social environment.

About the program:

ASEAN–Australia Counter Trafficking (ASEAN-ACT) continues Australia's long running collaboration with ASEAN and its Member States to end human trafficking in the region. The program is a ten-year investment principally working with strengthening the justice sector response to trafficking in persons, while advancing the rights of victims. The program aims to establish new partnerships with allied government agencies, civil society, and business. We engage with all 10 ASEAN Member States in some capacity and have national-level programming in Cambodia, Lao PDR, the Philippines, Thailand, and Vietnam. We are establishing programming in Indonesia, and it is currently on hold in Myanmar.

Objectives

The Program and Office Assistant (POA) will support the Operations Manager (OM), the Logistics Coordinator (LC), Regional Accountant Finance Officer (RAFO) and the Country Program Officer (CPO) in a range of activities which may include administration, finances, logistics, and human resources. The position objective is to provide administration, logistics and other operational support to the ASEAN-ACT Thailand Team and to the Support Team.

Roles and Responsibilities

The Program and Office Assistant will be responsible for:

Administration Support

- > Establish, purchase, and maintain an inventory of essential office consumables such as office supplies and stationery and office assets;
- > Support the Communications team with communications tasks;

Logistics Support

- > Work closely with the Logistics Coordinator and support Thailand Country Team to arrange and coordinate logistics for program related travel including visa, airfares, accommodation and transport to provide updates of bookings where required.

Records Support

- > Prepare withholding tax certificates;
- > Support RAFO with payment voucher preparation;
- > Support OM with document filing;
- > Manage staff leave requests, timesheets and balance tracker;
- > Coordinate with program teams and update event calendar;
- > Maintain reports register including consolidation of reports from other project offices and assist with reporting.
- > Maintain the Program document register;

- > Develop, consolidate, and maintain library catalogue and keep the documents in electronic files;

Information Technology Support

- > Arrange quotations and recommendations for procurement of IT hardware and software to the OM as required;
- > Set up and support IT software and hardware for personnel and office equipment including maintenance, working closely with the OM;
- > Support staff and coordinate with IT technician with IT issues on an as needed basis; and
- > Other duties as directed by the OM;

Selection Criteria

Qualifications

- > Bachelor's in Business Administration, Liberal Arts, Political Science or any other related fields; and
- > At least 2-year experience of relevant office work.

Essential

- > Demonstrated IT skills including experience in MS Office (Word, PowerPoint, Excel and Outlook) and SharePoint. Knowledge of, or willingness to learn, the program's web content management system;
- > Demonstrated experience in human resource management, including checking of timesheets, and maintaining of leave tracking;
- > Demonstrated ability to administer general office duties such as filing, maintaining, and monitoring office documents;
- > Good interpersonal, team work and communication skills and able to maintain good relationships with colleagues and external counterparts and stakeholders;
- > Ability to work under pressure whilst ensuring accuracy and attention to detail;
- > Excellent organisational skills with demonstrated experience in assisting to organise meetings and events including arranging travel and logistics; and
- > Strong written and oral communication and interpersonal skills including good written and oral English and Thai language skills.

How to apply

Interested applicants must submit:

- > A curriculum vitae
- > The names and contact details of three professional referees and applicant current salary

Applicants should clearly indicate 'Program and Office Assistant' in your e-mail title and submit to recruitment@aseanact.org.

ASEAN-ACT is committed to achieving workplace diversity in terms of gender, nationality and culture. Individual from minority groups, indigenous groups, People with a disability, women and ASEAN nationals are strongly encouraged to apply.

All applications will be treated with the strictest confidence.

Due to the expected volume of applications, only candidates under positive consideration will be notified.

Other Information

Amendments to the position's Terms of Reference may be made during the period of the engagement as required.

Cardno is an equal opportunity employer

Cardno encourages women to apply. Cardno recognises the moral and legal responsibility to provide an equal opportunity workplace by ensuring that all recruitment and selection decisions are based on the best qualified and experienced candidate who can perform the genuine inherent requirements of the position.

Cardno is committed to Safety and the Prevention of Sexual Abuse and Harassment (PSEAH), Child Protection and bribery prevention

We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All Cardno staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.