



Philanthropy Connections

Mission: to connect community partners to the resources that they need to support vulnerable people to build dignified lives for themselves.

Job Title	Administrative Officer	Application Deadline	May 31, 2018
Job Location	Chiang Mai, Thailand	Industry	Non-government organisation (NGO)
Employment	Full-time	Report to	Associate Director
Hours	40 hours / week	Employment Type	1-year renewable contract

Job Profile

Philanthropy Connections Foundation (PCF) is a Dutch-Thai non-profit organisation that supports people in vulnerable situations. We work in partnership with local organisations in Thailand, Cambodia and Myanmar to address the real needs within communities. PCF is seeking a full-time **Administrative Officer** to join our team at our Chiang Mai office.

Interested applicants should send an email to lani@philanthropyconnections.org that includes a cover letter and CV, and should reference "Administrative Officer opening" in the subject line.

Job Description

Primary Functions

To provide day-to-day administrative work within the office. This includes working independently, as well as providing assistance to the Executive and Associate Directors, the Accountant and Projects Department as needed.

Secondary Functions

To assist foreign staff with remaining in compliance with Thai labour and immigration laws, specifically with obtaining work permits and visas.

Responsibilities:

Office Administration and Coordination

- Administer staff annual leave and update the staff calendar.
- Keep track of office supplies, and take office equipment for maintenance as needed.
- Keep the office filing system organised and up to date (both electronic and paper versions).
- Update the Workbooks database system to keep track of donors and contacts.
- Translate documents from Thai to English and vice versa.
- Coordinate staff travel.
- Prepare the agenda and supporting documents for the annual board meeting, and take minutes during the meeting.
- Assist the Executive Director in donor and sponsors relations as needed for communications and donations tracking as needed.



Job Description (continued)

- Assist the Associate and Executive Directors in coordinating with other departments at PCF to ensure the smooth running of the office.
- Assist the Associate and Executive Directors with internal/external communications, information gathering for administration and other needs as they arise.

Labour, Legal and Immigration Administration

- Prepare documents for foreign staff/volunteers for visa and work permit applications.
- Accompany or represent foreign staff to Immigration or Labour offices to submit paperwork.
- Communicate with Thai authorities (e.g. Immigration, Labour Office, Tax Office, etc.) and assist foreign staff/volunteers in communicating with Thai authorities (e.g. visa and work permit renewal).
- Prepare the annual report to present to District Office, Culture Department of Provincial Office and Labour Office.
- Submit paperwork to renew the foundation's registration as needed.
- Ensure that the office remains up-to-date in updated policies for the above responsibilities.

Financial Administration

- Keep track of in-office expenses and prepare cash advances for the Accountant.
- Update a monthly spreadsheet of donors to submit to the Accountant.
- Assist the Accountant with additional financial documents as needed.

Qualifications

Desired Background

- Two years' experience in an administrative role in an NGO or related field.
- Previous experience in an NGO preferred.
- Good communication and interpersonal skills.
- Very comfortable communicating in a Thai-English office, and writing correspondences in English.
- Comfortable performing research.
- Very experienced using Word and Excel.
- Able to manage multiple projects under varying timelines.
- Able to follow-through on tasks and communicate progress to teammates and supervisors.
- Willing to receive training as needed to develop new skillsets.

