Job Description: HR Officer

Located in: Bangkok, Thailand
Position Reference: 2208TH01
Contract type: Fixed Term
Duration: Subject to three months probationary period
Reporting to: COAR Operations Director
Supervision of staff: N/A

Overview: The HR Officer will be expected to manage human resources-related procedures, processes, and systems; provide administrative support to the Operations Unit; manage and track personnel recruitment processes; draft personnel and vendor contracts; ensure that COAR personnel and HR-related files are accurate and up to date; track holidays for various COAR country programs; ensure HR documentation is accurate, archived appropriately, and up to date. The HR Officer will be expected to support COAR various country teams proactively identifying candidates for projects, developing COAR’s knowledge on labor laws in its different jurisdictions, and offering HR policy support to project managers as needed.

About COAR: The Center for Operational Analysis and Research (COAR) is an independent social enterprise that directly supports practitioners, policy-makers, and donors by facilitating humanitarian and development interventions in complex, fragile, and high-risk environments.

Objectives:
- Under delegated authority of COAR’s Operations Director, ensure all necessary human resources administrative documentation is accurate, complete, and in compliance with donor requirements, national laws, and contractual obligations;
- Collect, review, and organize all documentation related to COAR HR management, to include (but not limited to): consultant contracts, staff contracts, team members’ health insurance, recruitment documentation, and personnel documentation;
- Ensure that all HR trackers are accurate and up to date; suggest corrective actions to improve efficiency of the tools used;
- Ensures that COAR’s country teams recruitment needs are planned, organized and met under the approved budgets and project needs;
- Support the Finance Unit in the process of the month-end closing of payroll.

Main Activities and Responsibilities
- Drafting staff and consultants contracts and contract amendments as needed;
- Ensure consultant and staff contracts and supporting documentation is organized, accurate, complete and filed;
- In collaboration with COAR technical personnel, support and guide the recruitment process for new personne;
- Ensures that all Project Managers and Directors adhere to COAR’s HR policy and procedures; offer advice and guidance on the HR procedures and requirements as needed;
● Enroll new personnel in non-salary benefits such as health insurance;
● Maintain a complete and up-to-date COAR human resource database and logs, ensuring required supporting documentation is complete, accurate and updated; collaborate with the Finance Unit in updating the HR costing matrix as needed;
● Assist in the collection, review and archiving of timesheets as supporting documents;
● Manage trackers related to paid time off, public holidays, and sick leave;
● Process all necessary procedural requests for all teams, including, but not limited to; leave requests, hiring requests, resignation, employment letters, and relocation arrangements; keep track and organize the flow of requests from country teams as needed;
● Ensure all necessary administrative documentation is accurate, complete and in compliance with contractual obligations;
● Coordinate with and guide the technical teams in planning their Human Resources needs on quarterly basis;
● Provide the Operations Director with weekly, monthly and quarterly work plans; draft the HR performance reports and raise HR planning issues on a quarterly basis for management revision and action;
● Performs other duties as assigned by the Operations Director.

Requirements
● A university degree (a Master’s degree will be considered an advantage) in business administration or human resources is required.
● Minimum of 3 years experience in business, organizational administration, human resource management, secretarial work, or related/similar relevant professions.
● Preferable professional experience in international NGO grant, finance, human resource and/or administration.
● Proficiency in MS Office and GSuite.
● Strong organizational skills.
● Ability to deliver results independently under minimal supervision.
● Fluency in written and oral English is required.

Applicants should submit their CV and Cover Letter to hr@coar-global.org quoting the name of the position and Reference Number in the subject line of the email.

Due to a high volume of received applications, only successful candidates will be contacted.

All applications will be treated in strict confidentiality.