



The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance. The ICRC also endeavors to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles. Established in 1863, the ICRC is at the origin of the Geneva Conventions and the International Red Cross and Red Crescent Movement. Please visit [www.icrc.org](http://www.icrc.org) for more information.

## Vacancy Notice

The ICRC Regional Delegation in Bangkok seeks to fill the following position:

### Office/residence Manager, based in Bangkok

We are looking for a spirited team player with a can-do attitude to join our dynamic team.

Reporting to the Regional Finance & Administration Manager, the Office/residence Manager in Bangkok manages the department in charge of premises and infrastructure. The role includes the management of the office space and accommodation of international staff. The position leads 2 Premises Maintenance Supervisors, 1 Head of Housekeeper and roughly 26 Housekeepers. In addition to supervising the activities in Bangkok, the position impacts all the ICRC sites in Bangkok regional delegation through the establishment of policies and protocols.

#### **ACCOUNTABILITIES AND RESPONSIBILITIES:**

##### **General**

- Is in charge of all aspects of premises management in a delegation with more than 60 international staffs and 180 local staffs; this includes functional responsibility for sub-sites
- Establishes the budget related to all ICRC-rented premises in Bangkok

##### **Specific**

- For Bangkok, identifies office and accommodation needs and works with the Regional Finance & Administration Manager to meet such needs
- For Bangkok and in coordination with other ICRC sites, analyses the set-up of the premises, including building capacity, safety and security measures, location, etc. and recommends and initiates actions to be taken
- Deals and negotiates with landlords, real estate agents, contractors, and other suppliers for lease agreements, building works and other infrastructure needs
- Organizes the accommodation for international staff and their families in Bangkok in coordination with other departments in the Finance & Administration Department
- Monitors the regular maintenance, cleaning and housekeeping and building security activities
- Coordinates major premises-related projects such as renovations and relocations
- Contributes to the establishment of policies and protocols to be applied to all ICRC sites
- Responsible for the overall allocation, cleanliness, hygiene, and aesthetics of offices and compound
- Remains up to date on the latest sustainability and cultural developments linked to hospitality management
- Provide support to all 3 sub-sites including Phnom Penh, Vientiane and Hanoi (in 3 other countries on top of Thailand : Cambodia, Vietnam and Laos) and sub-sites in Chiang Mai and Hat-Yai as well.

#### **YOUR PROFILE:**

- Master's degree in a relevant discipline is an asset.
- At least 6 to 9 years' work experience in a relevant field.
- Very good communication skills (fluent in written and spoken English as well as Thai language)
- Capacity to create good working relationship in multi-ethnic, multicultural, and multi-disciplinary environment.
- Very good communication skill (good knowledge of Word, Excel, PowerPoint, and HR information systems)
- A background in hospitality management is an asset.

#### **WE OFFER:**

- Dynamic and challenging work in the humanitarian sector and international environment
- Competitive salary with benefits, good working conditions and in-house training/development
- Initial 1-year employment (resident contract) with possibility of renewal into open-ended contract (subject to performance review)

Preferred starting date: **ASAP**

Submission deadline for applications: **28 February 2023**

The ICRC values diversity and is committed to creating an inclusive working environment. We welcome applications from all qualified candidates, regardless of background, race, religion, gender, age, disability, or status.

Qualified applicants are requested to submit their comprehensive **CV** and **letter of motivation** in English, as well as **salary expectations**, following this format for the subject line: **POSITION – First Name Surname** by email only to: [ban\\_recruitment\\_services@icrc.org](mailto:ban_recruitment_services@icrc.org)

*Kindly note that only short-listed candidates will be invited for the interview and the ICRC will not keep the files of applicants who were not shortlisted*