



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 for more information.

Vacancy Notice

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

HR Assistant, based in Bangkok

We are seeking a motivated team player with a positive, can-do attitude to join our dynamic team

Under the close supervision of the Regional HR Manager, the HR Assistant 1 assists the in carrying out administrative work and preparing and updating documents for delivering HR services, in line with the ICRC's and delegation's policies and the applicable laws and regulations.

ACCOUNTABILITIES AND RESPONSIBILITIES:

Record Maintenance:

- Monitoring absence records and provide absence data related to the payroll to C&B.
- Ensure HR data accuracy in HR database (HR space – Personal data, employment data, training data, etc...)
- Maintain employee personal folder (hard copy and soft file).
- Updates organization chart, coordinates with other teams for various assignments & project(s) as assigned.
- Be the key person to promote, implement, and maintain the usage of Team space.
- Monitoring BOM and EOM record of Mobile staff

Recruitment Support:

- Works closely with the recruiter to support recruitment activities, ensuring smooth coordination throughout the process.
- Contacts candidates for interviews, schedules appointments, and arranges necessary tests.
- Coordinates with hiring managers and external parties to facilitate recruitment logistics.
- Assists in maintaining recruitment records and preparing recruitment-related documents.

Training Support:

- Provides logistical and administrative support for training sessions and activities.
- Coordinates with facilitators, trainers, and participants to ensure efficient delivery of training programs.
- Prepares training materials, tracks attendance, and maintains training records.
- Assists in gathering feedback and evaluations from training participants.

Employee Relations Support:

- Assists in organizing employee engagement and team-building activities to foster a positive work environment.
- Supports in handling day-to-day employee relations matters and maintaining effective communications.
- Provides administrative support for employee-related events, programs, and initiatives.
- Contributes to implementing activities to promote workplace harmony and inclusivity.

Secretary/Assistant Duties:

- Drafts and types correspondence in English and the national language.
- Prepares specific documents and letters for signature by the HR Manager (e.g., work certificates, probation evaluations, and contract addendums).
- Manages HR department stationery and supplies.

Financial Duties:

- Applies the ICRC financial structure to his/her daily work
- Respects the ICRC's chart of accounts when considering expenditures, payments, transfers, etc. related to field of work
- Prepares all necessary documents for the monthly closing to be submitted to the department.

Other tasks:

- Monitoring BAN HR Services Shared mailbox and delegate the request to the responsible team member.
- Supports the development and implementation of HR initiatives and systems.
- Maintains employee confidence and protects operations by keeping human resource information confidential.
- Maintains quality service by following organization standards.
- Maintains technical knowledge by attending educational workshops, reviewing publications.
- Contributes to team effort by accomplishing related results as needed.
- Create and implement effective onboarding plans (Check-in: prepare email request for resident and mobile employees)
- Performs other office activities upon request and organizes office activities according to priorities

GENERAL DUTIES

- Understands and adheres to the seven Fundamental Principles of the International Red Cross and Red Crescent Movement
- Understands and adheres to the ICRC Code of Conduct
- Understands the roles of the components of the International Red Cross and Red Crescent Movement
- Respects and observes staff regulations and security rules at all times
- Represents the ICRC in a professional manner at all times
- Develops and maintains a pleasant and conducive working environment with colleagues and line managers
- Performs all duties with the highest level of confidentiality in the interest of the employees and the ICRC
- May be asked to perform tasks not covered in this job description and to provide support to other departments when necessary

YOUR PROFILE:

- University degree in HR Management, Business Administration with Human Resources focus, or any other related field
- Minimum of 2-4 years' experience in HR position (as a file holder) in similar field
- Fluent in written and spoken English and Thai
- Proficient with IT application and tools; Expert in MS Excel is an asset
- Strong interpersonal and communication skills
- Good organizational skills with strong ability to meet deadlines
- Ability and willingness to work with people of different cultural backgrounds

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
- Open-ended resident contract (subject to organizational requirements)

Preferred starting date: **ASAP**

Submission deadline for applications: **5 January 2025**

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

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