



## **Job Announcement**

### **Innovation for Change—East Asia Finance & Administrative Officer**

**Position:** East Asia Finance & Administrative Officer

**Location:** Office-based, Bangkok, Thailand

**Employment Condition:** Full-time

**Employment Duration:** 7.5 months (15 February-30 September 2017). Extension possible for a 1-year period beginning 1 October 2017-30 September 2018, based on a 3-month probation at the beginning of contract.

**Compensation:** 3,500 USD per month (in addition to fixed health insurance, annual travel insurance)

**Deadline for Submission of Applications:** 31 January 2017

**Days of Interview of Shortlisted Candidates:** 2-3 February 2017 (Only shortlisted candidates will be interviewed)

**Day of Announcement:** 6 February 2017

**Beginning of Contract:** 15 February 2017

#### **About the Organisation**

Innovation for Change (I4C)—East Asia is one of six regional hubs worldwide, spearheaded at the global level by Civicus Alliance and Counterpart International, with the support of a multi-donor consortium. Innovation for Change, through simultaneous co-design processes, has set up an East Asia regional hub in partnership with East Asia civil society regional networks, movements and organisations, to jointly offer services and activities towards the defense, expansion and creation of civic space and citizen activists.

The I4C—East Asia process has been on-going since August 2015 through 2016, and has been led by a team of three East Asia incubators, namely the Asia Democracy Network (ADN), the Asian Forum for Human Rights and Development (FORUM-ASIA), and the South East Asian Committee for Advocacy (SEACA). The East Asia Incubators have ensured that the vision, spirit and co-creation principles of CSII/I4C have been embodied in the I4C East Asia process. East Asia consultations, information sharing workshops, and strategising have so far been conducted in 2016. Beginning January 2017, I4C East Asia will be ready to implement its hub services and activities within a one year period, with a full time hub team, in partnership with its incubators.

I4C is a global network which looks to transform civil society impact and scale citizen action, creates the opportunity for a new generation of civic action to take shape through collaboration, leverage, and learning.

### **Duties and Responsibilities**

The Finance and Administrative Officer (FAO) is responsible for managing all general financial, administrative, and logistical tasks for the I4C East Hub, its incubators, staff, and community.

1. Works in cooperation with the hub team and East Asia implementation teams by ensuring the availability of hub resources for services and activities in accordance with hub plans and budgets, and ensuring the utmost wellness and productivity of the hub team;
2. Provides support work for hub services and activities in accordance with the global mission and vision, and regional goals and service objectives;
3. Works in compliance with hub and donor guidelines;
4. Reports directly to the East Asia Hub Programme Director.

The work of the FAO includes finance related activities such as managing accounts payable and receivable and accounting records, preparing financial reports required by I4C East Asia. This also includes administrative related activities such as, I4C East Asia human resource administration and development, managing the procurement process for office equipment and supplies, maintaining relationships with office vendors, coordinating logistical arrangements for I4C East Asia activities and staff, maintaining physical and digital files of I4C East Asia, scheduling appointments and receiving and hosting guests, and other tasks as assigned.

### **Recordkeeping and Reporting:**

Record organisational expenditures, ensuring all proper physical and digital documentation is maintained, and assist with the preparation of financial reports as required.

- a. Prepare organisational financial policies, systems and procedures, including petty cash, expenses, income and expenditure records, process all invoices and payments through cash flow and monthly bank reconciliation, in accordance with I4C global and donor guidelines;
- b. Assist in the preparation of the annual organisational budget and maintain regular budget tracking;
- c. Maintain accurate accounting of all organisational expenditures, including records and documentation on file for all organisational transactions;
- d. Provide the Programme Director with a monthly financial report;
- e. Maintain a schedule of internal and external reporting deadlines. Prepare I4C East Asia financial reports in timely compliance with donor reporting guidelines and statutory requirements;
- f. Maintain an office petty cash and monitor/regulate staff petty cash;
- g. Facilitate internal and external audits.

**Office Management:**

Manage overall hub operations and administrative functions, including maintenance of hub space, equipment, and supplies, inventory tracking, scheduling and hosting visitors, and maintenance of hub files by ensuring all necessary resources are procured and maintained in accordance with the operational budget.

- a. Manage and maintain hub assets and inventory of office supplies;
- b. Manage hub computer resources and organise for repair and maintenance as needed;
- c. Maintain relationships with vendors and service providers;
- d. Maintain paper and electronic files of all important organisational documents, including those of hub services and activities, as well as staff and consultants' contracts;
- e. Maintain hub meeting and appointments schedule and serve as first point of contact for visitors.

**Logistical Support:**

Provide support to East Asia incubators, staff, consultants and East Asia community by booking travel and hotel accommodations, arranging for transportation, and organising all logistics for meetings, conferences and workshops.

- a. Facilitate flight, train, vehicle or other transportation arrangements for incubators, staff, consultants, and East Asia community as needed;
- b. Make hotel bookings for incubators, staff, consultants, and East Asia community as needed;
- c. Secure travel visas for incubators, staff, consultants, and East Asia community as needed;
- d. Organise logistics for meetings, conferences, workshops, etc. as needed.

**HR Support:**

Handle employee payroll and benefits administration, employee paperwork, performance management and improvement, organisational development, employee safety, welfare, wellness and health.

- a. Administers monthly payroll;
- b. Ensures the application and administration of employee benefits;
- c. Maintains an employee related database and prepares regular HR reports;
- d. Ensures regular performance evaluation and improvement strategies;
- e. Monitors employees' security, wellness and health;
- f. Prepare staff and consultants' contracts and liaise with them on administrative requirements.

**Innovation for Change Project-wide Competencies:**

1. Basic commitment to promote, strengthen, connect pluralistic, rights-based civil society;
2. Basic commitment to innovate through demand driven and cutting edge initiatives to protect, defend and create civic space;
3. High commitment to equality, diversity, and inclusiveness.

**Basic Qualifications****Education:**

Bachelor's degree or higher in the field related to Accounting, Business Administration. Specialised training in employment law, compensation, organisational planning, organisation development, employee relations, safety, training, and preventive labour relations, preferred.

**Competence:**

1. Mature personality, with the ability to be part of a team, work in a multi-cultural and demanding work environment with multi-service/activity coordination;
2. Strong financial and administrative background, including general knowledge of employment laws and practices, experience in the administration of benefits and compensation programmes and other human resources programmes;
3. Advanced knowledge of relevant computer software programmes (e.g., Microsoft Office products, Peachtree, database software, etc.);
4. Self-motivated, positive attitude, strategic thinking, and multi-tasking ability;
5. Able to work under pressure, multi-task, and manage deadlines;
6. Able to analyse problems and design solutions at functional levels;
7. Evidence of the practice of a high level of confidentiality.

**Experience:**

1. Minimum of five years work experience in setting up and managing financial systems (accounting and project financial management), office management and administrative systems, in a regional NGO in Asia;
2. Experience reporting to and working with institutional donors in the international development arena;
3. Experience in the administration of benefits and compensation programmes and other Human Resources programmes;
4. Basic appreciation of the overall socio-political situation as well as democracy situation in Asia;
5. Basic appreciation of the Asian region in terms of its context, operation, contributions and limitations on democracy and human rights discourse.

**Skills:**

1. Advanced knowledge of relevant computer software programmes (e.g., Microsoft Office products, Peachtree, database software, etc.);
2. Proficiency in other computer software such as Word, PowerPoint, and communications, database and other applications;
3. Good communication skills in English;
4. Good professional writing skills in English.

**Others**

1. Must be a citizen or permanent resident of Thailand;
2. Must work 40 hours at the I4C East Asia hub, a non-smoking environment, located in Bangkok, Thailand (100%);
3. Willingness to travel outside of Thailand, if warranted for project work;
4. Willingness to work in conflict or high security environments.

**Application Procedure:**

Those interested in applying for the position of Finance & Administrative Officer of I4C East Asia should send their *resume* and *a cover letter* indicating their reason of interest and background on or before the deadline of **31 January 2017 (Bangkok Time UTC+7)** addressed to:

**Innovations for Change-East Asia**  
**c/o Programme Director**  
[eastasia@innovationforchange.net](mailto:eastasia@innovationforchange.net)

Online interviews for short listed candidates will be conducted on 2-3 February 2017.  
Announcement of the chosen candidate shall be made on 6 February 2017.