



มูลนิธิการศึกษาเพื่อการพัฒนา Foundation for Education and Development (FED)

Job Description for Administration Officer

Organizational Background: The Foundation for Education and Development (FED) was founded in 2000 in Sankalaburi, Kanchanaburi province under the name Grassroots Human Rights Education & Development (GHRE). Soon after the 2004 Tsunami the organization relocated to Phang Nga province to offer emergency assistance to Tsunami-affected Burmese migrants whose needs had been largely ignored by the Thai government and NGO's. Since then FED has been addressing the long term needs of marginalized Burmese migrant workers and their families, working towards building trust among the disaffected Burmese community. Our staff members work very closely with several Burmese communities living in rubber plantations or fisheries so we never lose sight of issues that are directly affecting them on a day-to-day basis. Our staff members are predominately of Burmese origin and have come to Thailand through similar circumstances, this has enable FED to reach the migrant population on a more personal and intimate level, something larger NGOs are able to do. FED is working to promote education, human rights, and the development of safe, working environment for Burmese migrants and their families in Thailand. Our programs are currently focused on Burmese migrants in Phang Nga, South Thailand and Mae Sot. FED provides a safe and equitable environment for underprivileged workers, whilst promoting education and development opportunities for children and adults. Currently, FED is working on 8 main projects as below:

1. Migrants Development
2. Women Empowerment
3. Health Promotion
4. Education for formal and non-formal
5. School Integration
6. Volunteer
7. Mogen livelihood
8. Peace building inside Myanmar

TYPICAL DUTIES

Technology Skills

An administrative officer works with office software programs, including spreadsheets, databases, word processing and graphic presentation software. He/she sends emails and uses the Web for research and employer-specific applications. He/she might assist with typing and formatting the presentations, reports, manuals, newsletters, website content and other administrative publications.

Communication Skills

In a busy office, an officer uses friendly communication to interact with a wide range of people, frequently exchanging information about office operations. For example, he/she might explain

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procedures for routing mail and requesting supplies in the office. He/she also delegates tasks to efficiently manage administrative operations, giving appropriate clerical tasks and instructions to filing clerks, typists or an assistant in the same office.

Organizational Ability

As a multitasker, an administrative officer keeps himself/herself organized and he/she knows how to manage a filing system, track incoming and outgoing correspondence and coordinate the flow of paperwork around the office.

Written Expression

An administrative officer needs skills in standard written English and, good writing skills will improve the quality of his/her correspondence, emails and memos and enable him to assist the projects' coordinators with proofreading important documents.

Time Management

An administrative officer must manage his/her own time and he/she uses an electronic calendar in an email program to set meetings for staff meeting, workshop, conference and training, to request others to attend and to coordinate their responses. He/she responds to requests for his boss' attendance at meetings.

Technical Oversight

An office environment has many kinds of equipment and property that an officer uses or manages. He/she orders office supplies and repairs to equipment to keep the office well-equipped and stocked for the staff.

Management

An administrative office needs management skills because he/she direct the actions of others and recommend corrections for better performance. An example is a busy executive's office in which an officer manages all clerical personnel and handles requests from other staff members, such as time-off requests. He/she can develop management skills through courses offered by employers, professional associations, local colleges or e-learning providers.

Problem-Solving Skills

A busy officer solves problems such as how to change the staff schedule when unexpected obligations turn up. He/she also troubleshoots conflicts among office personnel and works with the regarding of dignity, unity and humanity.

Planning Skills

An administrative officers uses planning skills to create administrative and office procedures, such as establishing a procedure for employees to call in sick. He ensures the boss has sufficient resources at his disposal to complete projects on time.

- Proven written and verbal communication skills in English and Burmese and basic Thai
- Proven ability to organize personal work priorities
- Competent at filing and updating records
- Solid knowhow of general office procedures
- Demonstrated ability to work independently and as part of a team
- Excellent organizational skills
- Expert in handling office equipment
- Internet savvy with a proven expertise in using MS Office applications
- Exceptional attention to detail with proven interpersonal skills
- Plans, directs and manages the operation of a very large sized operation, or directs a complex specialized program.
- Supervise and train subordinate staff.
- Act as advisor on administrative matters to senior management and/or to regional offices.
- Co-ordinate work in brunch offices.

- Prepare material for publication.
- Able to manage stress timely and effectively
- Flexible in working hours
- Performs other duties as assigned.

QUALIFICATIONS

- Knowledge, Abilities and Skills
- Knowledge of the objectives, functions and relating policy and regulations of the department.
- Knowledge of principles and techniques employed in effective office administration and management.
- Knowledge of and ability to interpret statutes and regulations.
- Ability to make independent decisions.
- Effective verbal and written communication skills, especially English, Thai (Burmese)

Education, Training and Experience

- Minimum of Grade XII education supplemented with some formal business training at the post secondary level and several years' experience in an administrative or supervisory level, or university graduation in a related discipline with acceptable related work experience.

Salary and contract:

- Full-time staff
- Based in 20 Moo.4 Khuk Khak, Takuapa, Phang Nga – Thailand (South)
- 3 months probation and your full salary will be paid after probation completed
- Salary 12,000-15,000 Baht