



### **Vacant Position: Office Manager for the API Thailand Office**

Location: Institute of Asian Studies (IAS), Chulalongkorn University, Bangkok, Thailand

Duration: 1 year initial contract, inclusive of 3-month probationary period.

Salary: Based on qualifications and experience

Closing date: Sunday, September 12, 2010

#### **Background:**

The Asian Public Intellectuals (API) Fellowships Program ([www.api-fellowships.org](http://www.api-fellowships.org)) is a regional program funded by The Nippon Foundation (TNF), Japan. It is designed to stimulate the creation of a pool of public intellectuals in the region, to promote mutual learning among Asian public intellectuals, and to contribute to the growth of public spaces in which effective responses to regional needs can be generated. Currently there are five participating countries (Indonesia, Japan, Malaysia, Philippines, and Thailand) with an initial expansion to Cambodia, Laos, and Vietnam.

API invites applications from qualified candidates for its Thailand Office position “Office Manager”, to serve both the API Coordinating Institution and the Thailand Partner Institution. He/she will be responsible for organizing and coordinating administrative, procurement, financial, and human resource functions to ensure effective and efficient office operations.

#### **Primary responsibility includes:**

##### **Administrative and Procurement Management**

- Develop and implement office policies and establish and organize office standards and procedures;
- Liaise with office stakeholders and other agencies, organizations, and groups;
- Manage office purchasing and procurement, inventory and supplies, and maintain office equipment, publications, and materials. This includes developing contracts with suppliers, consultants, and relevant agencies and individuals;
- Manage and provide administrative and logistical support to office stakeholders. This includes arrangements for in-country and international travels, meetings and conferences;
- Ensure and maintain good filing systems, database, and records, in both soft and hard copies.

##### **Accounting Management**

- Ensure proper control of supporting documents for all payments and financial reports;
- Arrange fund disbursements and initiation of corrective actions and follow-up where necessary;
- Maintain detailed and comprehensive record of income and expenditures;
- Monitor project expenditures, update, and assist in the preparation of budget revisions;
- Communicate with all stakeholders in relation to the fund transfer and disbursement;
- Prepare budget and financial reports as required by the Program.

##### **Human Resource Management**

- Manage staff recruitment, which includes identifying requirements for new staff, developing job descriptions, and preparing contracts;
- Manage staff time records, supervise staff, and coordinate their performance assessment;
- Manage staff benefits and allowances, permits, visas and relevant arrangements.

#### **Key Qualifications:**

- At least ten years' experience in similar position/ related field; experience in international non-profit organizations and/or dealing with government agencies is a plus;
- Good knowledge of office administration, staff supervision and human resource management;
- Experience in financial management with good knowledge in accounting matters;
- Computer literate, especially in Microsoft Excels, Word, and e-mail programs, at a high proficient level. Knowledge in Microsoft Access program is an advantage;
- Excellent command of spoken and written English and Thai;
- Excellent communication and interpersonal skills;
- Meticulous, with effective organizational, administrative and management skills;

- Good analytical, problem solving and decision making skills;
- Team player.

**Employment benefits include:**

- Provident fund;
- Health insurance and, in case of overseas travel, travel insurance;
- Social security;
- Access to some of the university facilities.

Applicants should send a cover letter stating **expected salary** along with a copy of current curriculum vitae listing **three references** and their complete contact details (i.e. name, position title, organization, phone and fax numbers, and e-mail address). Applications should be emailed to: **recruits.api@gmail.com** or faxed to 02-652-5283 **by Sunday, September 12, 2010**. Position being applied for should be clearly written in the subject line. Only short-listed candidates will be contacted for interviews.