

About the position: Coordinator

Responsibilities

1. Support the Secretary General/the Head of HIU/Manager in administrative functions related to operations management
 - Track and report on financial status of grants, including grant funds and payment of the bills and invoices
 - Gather statistics and data to create various reports related to funding guidelines (e.g. milestones and progress, reports, financial expenditures, results trackers) and fundraising
 - Review financial documents for processing the borrow-return money that relate to HIU projects
 - Compile and develop contracts and Terms of Reference (ToR) with local and international partners
 - Prepare documentation on HIU's work for HITAP's annual report
 - Assist the Head of HIU/Manager in working with external partners/funders on project management and annual audit
 - Plan and prepare logistics for organising advisory committee meetings for HITAP's international work
 - Plan and prepare logistics for organizing teleconferences, meetings, trips, and other events as assigned by Head of HIU/Manager.
 - Communicate and/or coordinate the day-to-day HIU operations with various individuals and/or external partners/funders
2. Support HIU staff in carrying out administrative functions as requested and with the agreement of the Head of HIU/Manager
 - Assist in coordination of travel logistics, including reserving air tickets, accommodation, transportation, travel itineraries, etc
3. Support the HITAP administrative team with the agreement of the Head of HIU/Manager
 - Work with the HITAP Human Resources (HR) Manager to facilitate HR processes for international staff such as new employee orientation and work visa and ensure compliance with immigration laws and guidelines
 - Liaise with the Ministry of Public Health to facilitate HR processes for senior government officers for their international travel
 - Work with the appointed HIU staff and HR to facilitate the recruitment process for HIU positions
4. Perform other duties as assigned by the Head of HIU/Manager
 - Carry out oral and written translation (in-house translator/interpreter) in Thai and English
 - Liaise with partners in Thailand
 - Organise or facilitate team-related activities
5. Support monitoring and evaluation activities and contribute to reporting on activities

6. Contribute to knowledge transfer and communications activities
7. Develop productive relationships and promote collaboration to achieve the team's objectives
8. Work effectively as a member and representative of the team
9. Maintain flexibility to work on a range of assignments, take initiative and adapt to changing requirements and priorities
10. Travel to carry out activities related to projects
11. Communicate effectively with internal and external partners
12. Uphold the values and principles of the unit and organisation
13. Support completion of other tasks and duties as required

Requirements

- Bachelor's degree in any field
 - 1-2 years of experience in planning, project management, coordination, administration, or related field of work
 - High proficiency in written and spoken Thai and English
 - Clear and effective verbal and written communication skills
 - Demonstrated excellence in organisational, analytical and time management skills such as prioritising tasks, organising events and tracking details
 - Ability to work effectively, both independently and as part of a team
 - Working knowledge of basic email, internet browser, and Microsoft Office package, such as Microsoft Word, PowerPoint, and Excel
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