



Are you looking for a new, challenging job opportunity at a not-for-profit, development organisation in a fun team with a great passion for helping others? Child's Dream in Chiang Mai, Thailand is seeking an ambitious

Human Resources Coordinator

Together as a team, we at Child's Dream are here to empower people in the Mekong-Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth and young adults for sustainable development.

Our Regional Operations and Human Resources Director needs your support with strengthening and implementing our organisation-wide human resources processes.

Your duties and responsibilities:

HR related tasks

- assist in strengthening organisation-wide HR processes, policies, and practices and recommend HR-related changes to Regional Operations and Human Resources Director
- support the organisation's recruitment process and onboarding of new employees (especially in the headquarters and the Thailand and Laos country office)
- act as trustful contact person in case of grievances and HR-related questions and feedbacks
- help to foster and maintain a positive work environment and great team-spirit
- assist with performance management procedures and capacity building plans
- general HR administration
- assist with answering all internal and external HR-related queries and requests
- assist with payroll administration
- maintain and update employee records
- assist with the off boarding process of employees
- keep yourself updated about legal changes
- obtain relevant information about laws and regulations from our network
- maintain compliance with internal and external HR policies
- support the Regional Operations and Human Resources Director in educating employees and enforcing company policies
- report to the Regional Operations and Human Resources Director about all HR endeavors

Other operational tasks

- assist Regional Operations and Human Resources Director with other operational tasks if capacity allows

We are looking for an ambitious person with:

- a strong interest in working for an NGO,
- completed vocational college education in business administration, human resources or equivalent education,
- minimum 5 years of work experience in the field of human resources,
- knowledge of human resources processes and best practices,
- ability to handle personal data and HR-related matters with confidentiality,

- great interpersonal skills and verbal and written communication skills,
- excellent organisational and time management skills,
- strong problem solving and decision-making skills,
- the ability to accept, implement and give constructive feedback,
- an open mind, a positive attitude and the desire to support others,
- ability to build a bridge between employees and HR department,
- willingness to learn and take over new or additional tasks,
- strong knowledge of appropriate software including Microsoft Word, Excel and Powerpoint,
- ability to use HR software is of advantage,
- highly proficient written and verbal English language skills,
- and good command of Thai language.

What we offer:

- a full-time position with an unlimited contract at our office in Chiang Mai
- a multicultural working environment with a team of more than 10 nationalities
- a working culture based on trust, teamwork, continuous exchange, lean hierarchy and constant learning and development

Did we spark your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, two references, and certificates of education) to christin@childsdream.org.

The application deadline is **12th December 2021**.

We will of course confirm that we have received your application and get in contact with you again if you are selected for an interview.

Chiang Mai, 8th November 2021