

ECPAT International
Vacancy Notice

Job title	Human Resource Manager
Duty station	Bangkok, Thailand
Reports to:	Director of Operations
Period	Two years (renewable)

ABOUT ECPAT INTERNATIONAL

ECPAT International (ECPAT) is a global network of civil society organisations working collectively for the elimination of all forms of child sexual exploitation. It seeks to encourage the world community to ensure that children everywhere enjoy their fundamental rights free and secure from all forms of sexual exploitation. The ECPAT network currently consists of 122 member organisations in 104 countries. The ECPAT Secretariat coordinates the global work of ECPAT and has a central office in Bangkok, Thailand. The ECPAT Secretariat organization consists currently of about 25 positions and is growing.

POSITION BACKGROUND

In recent years, both due to the reality of Covid and programmatic and funding developments, the ECPAT Secretariat has become a very hybrid organization with a mix of national staff and expatriate staff in Bangkok and multiple home-based positions spread across the globe. This development requires a new approach for human resource management and internal communication in order to maintain staff satisfaction, compliance, and suitable benefit packages within this highly complex staffing and legal environment. The Human Resource Manager will lead this process.

JOB PURPOSE

The Human Resource Manager enhances the organization's human resources by defining, planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Human resources should be read here in wide perspective including interns and (long-term) consultants.

TASKS AND RESPONSIBILITIES

- Oversee and manage the recruitment, selection process, planning of onboarding and exit procedures
- Develop and implement a training and development policy
- Oversee and manage a performance appraisal system that drives high performance

- Responsible for employer-employee relationship through effective employee relations strategies to ensure overall well-being and a safe working environment.
- Responsible for design and management of human resources policies, procedures and conditions (HR Manual), including compliance with employment laws and other relevant obligations and regulations as per relevant jurisdictions, as well as internal procedures; the start up the position will include a rapid assessment for urgent actions.
- Maintain and regular review compensation and benefits packages to ensure competitiveness for the organization for the relevant talent pool
- Oversee HR administration, payroll & HR systems and manage administrative team-member(s)
- Facilitate social activities and team building processes and activities

QUALIFICATIONS AND COMPETENCIES

- At least 5 years of experience in Human Resource Management in globally operating non-profit organizations
- A degree in human resources, psychology, or related field
- Demonstrated commitment to ECPAT's mission and values;
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Fluency in English language; knowledge of Thai is a plus.

As a child-focused organisation, ECPAT has a strong commitment to child safeguarding and rigorous procedures. The successful candidate will be required to provide three referees and a criminal record from country of residence and country of origin (as applicable).

Duty station: this position is planned for our Secretariat office in Bangkok; for candidates with a strong preference to be employed home-based, this may be considered under certain conditions. Kindly note such preference in your cover letter.

How to apply: Please find information on our website: <https://ecpat.org/careers/>

Applications can be submitted to: vacancy@ecpat.org

Please mention in the subject header your name and "HR Manager".

Deadline: 28 August 2022