



## Job Announcement

### Employment Opportunity Adventist Development and Relief Agency (ADRA) THAILAND

ADRA has been working with vulnerable and marginalized communities in Thailand since 1984. ADRA works with people in poverty and distress to create just and positive change through empowering partnerships and responsible action.

**ADRA Thailand is currently seeking applicants to work at our office in Mae Sot district, Tak province in the project of Basic Education Support Transition Project (BEST) as detail below**

#### **1. Project Field Assistant(Cashier/Admin Assistant)**

##### **Responsibilities:**

The Project Field Assistant is supporting the project coordinator with monitoring field work and for handling the project finance procedures following ADRA's policies and the project budget. The Field Assistant is supervised by and closely working with the BEST Project Coordinator. He/She is expected to also perform administrative tasks to ensure the smooth running of the project office.

- Manage funds for project activities
  - Withdrawing funds from the bank according to requests
  - Review all receipts and ensure that all expenses and details on receipts are in line with ADRA Thailand Finance and Procurement policies;
  - Ensure that all support documents and receipts are attached to payment vouchers;
  - Depositing remaining funds & conduct monthly bank and account receivable reconciliations;
  - Compile finance documents bi-weekly and sent to Chiang Mai HQ;
  - Assist Project Coordinator with analysing monthly actual spending compared to approved budget;
  - Assist with procurement review bid comparison;
- Maintain petty cash funds
  - Provide assistance to project staff to receive petty cash as necessary;
  - accurately recording all expenses into the petty cash register;
  - maintain the daily petty cash box;
- Office operation functions
  - Purchase office supplies and maintain office equipment;
  - Maintain log books for project vehicle, office fax and phone;
  - Provide administrative support, such as purchase office supplies, travel tickets, hotel bookings, maintain office equipment, paying bills, record car log books, and office asset register;
  - Support HR department to work on Visa's and camp passes for equipment and materials or personnel;
  - Ensure all necessary vehicle documents (including insurance, registration and license etc) are present in the vehicle and up to date;
  - Maintain office asset register;
  - Collect time sheet and send to Chiang Mai office;
  - Act as effective communication person and willing to cooperate with other project staff as necessary and contribute to overall effective office operations;

- Project activity implementation
  - Assist the field implementation and monitoring tasks in 7 refugee camps;
  - Represents ADRA at field / camp meetings as requested by supervisor;
  - Act as an interpreter (Karen to Thai) during field survey or meetings;
  - Support the project team on other tasks and in line with available time resources.

**Preferred candidates are expected to meet the following:**

**Minimum Skills & Education Required:**

**Educational Qualifications:**

- Associate degree or bachelor's degree in accounting, management or related field

**Experience:**

- Minimum of 3 year experience in similar position

**Language Skills:**

- Native Thai
- Able to speak, read and write in Karen language
- Speaking English is a plus

**Skills and Abilities:**

- Ability to work in a team
- Able to take initiative and prioritize work
- Able to work in diverse culturally setting
- Strong sense of responsibility
- High level of flexibility and self-motivated
- **Driving skills** and a valid driver license is required

Only short-listed applicants will be contacted. If you are interested please submit your CV and any related documents to our Human Resource Department

**by June 23, 2017**

**Human Resource Department – ADRA Thailand**

**Address 178/95 World Club land Soi 2, Moo7, Chiang Mai – Hang Dong Road,**

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