

POSITION VACANT

OPERATIONS COORDINATOR ASIA PACIFIC REFUGEE RIGHTS NETWORK

The Asia Pacific Refugee Rights Network (APRRN) is an open and growing network consisting of more than 250 civil society organisations and individuals from 26 countries, committed to advancing the rights of refugees in the Asia Pacific region. The network is supported by a secretariat of five staff, based in Bangkok. APRRN's activities are structured into key areas of joint advocacy, capacity strengthening, resource sharing and outreach.

Our members are diverse, including service providers, human rights advocacy groups, research institutions, law firms providing pro-bono legal aid, refugee community-based organisations and refugees themselves. Almost all APRRN members are civil society groups working in their specific local contexts, lobbying their governments for changes in policies and legislation to protect the rights of refugees.

APRRN's vision for the Asia-Pacific region is one in which all people affected by displacement and statelessness have equal and adequate access to assistance and protection, and to timely durable solutions as needed. Our goal is to work towards a future in which refugee communities, civil society, States, UNHCR and other actors collaborate effectively towards the common purpose of protection.

POSITION DETAILS

Position title:	Operations Coordinator
Salary:	75,000 THB – 85,000 THB per month (full-time)
Benefits:	Benefits include basic health and travel insurance and contributions to staff provident fund. APRRN will also cover costs associated with securing a visa and work permit in Thailand.
Work Location:	Bangkok
Hours:	Part-time (3 or 4 working days per week).
Length of role:	One-year contract with potential for renewal, subject to funding and performance.
Further information:	Please visit our website at www.aprrn.info for further information on APRRN. For further information on the position please email julia@aprrn.info
How to apply:	Please send your application as a Word or PDF document to jobs@aprrn.info with the subject line "Application: APRRN Operations Coordinator". The application should include: <ul style="list-style-type: none">• a CV of maximum 2 pages;• a cover letter addressing the selection criteria (maximum 4 pages);• contact details for three referees. Please make sure these are saved in one document and the title of the document is Application_OC_(Your full name). Applications close: 31th March 2017, 6 PM Bangkok time

KEY ACCOUNTABILITIES

Reporting to the Secretary General, the main focus of the Operations Coordinator is to ensure the smooth and efficient operation of the Secretariat and network activities. Responsibilities include:

Governance

- Support the Secretary General in ensuring full and strict compliance with regulations and good practice for managing a not-for-profit organisation.

- Improve processes and policies in support of overall organisational goals.
- Lead APRRN's registration process in Thailand and ensure that APRRN fulfils all reporting requirements once registered.
- Support the Secretary General in engaging with the Steering Committee and Governance Finance Sub-Committee.
- Develop a Risk Management Framework for APRRN and manage the implementation.

Finance

- Ensure financial oversight and control of expenditure at all times.
- Ensure donor compliance and proper funding allocation (with support of the Finance Manager).
- Review financial documents and reports for Steering Committee meetings (with support of the Finance Manager).
- Prepare annual budgets for review by the Secretary General and Steering Committee (with support of the Finance Manager).
- Recommend effective strategies for the financial well-being of APRRN.

Human Resources

- Provide effective supervision of APRRN employees (Finance Manager and Admin Officer) and support their learning and professional development.
- Support the Secretary General in recruiting Secretariat staff and conducting annual performance reviews.
- Approve leave requests and ensure absences are recorded properly.
- Develop and implement systems and processes to support productive teamwork.

Strategic support and relationship management

- Assist the Secretary General in the development of strategic plans.
- Represent APRRN at regional meetings, consultations, conferences and other key forums as required.
- Represent APRRN at meetings and engagements with donors.

KEY SELECTION CRITERIA

Education:

- Masters's degree or higher, preferably in international relations, law, politics, development or social science disciplines.
- Some formal training in refugee rights and human rights is preferred.
- Understanding of overall socio-political situation as well as human rights situation in the Asia Pacific region.

Essential:

- Minimum of 5 years experience in managing operational and financial aspects for a non-profit organisation (preferably with an organisation working on the protection of refugees).
- Demonstrated experience in ensuring good governance and strong financial management/oversight skills (including donor compliance).
- Skills in developing supportive team management systems and overseeing human resources.
- Excellent IT skills, including good knowledge of Microsoft Office and Google products.
- Fluent in oral and written English, preferably fluent in an Asian language.
- Excellent coordination skills.
- Ability to multi task and set own priorities while managing competing deadlines.
- Diplomatic and able to maintain good relations with APRRN members and other stakeholders.
- A demonstrated commitment to the values of APRRN.

Desired:

- Experience working with APRRN members and familiarity with the APRRN structure.
- Programme development and coordination skills (in particular to advocacy and capacity development projects for national NGOs).
- Familiarity with laws and regulations in Thailand.

Other Relevant Information

Thai nationals are encouraged to apply for this position. For non-nationals, appointment is subject to being able to secure permission to work in Thailand. A three-month probationary period will apply.