

POSITION DESCRIPTION

Position:	Administrative Officer
Duration:	Long-term, Full-time
Location:	Bangkok, Thailand
Reports to:	Senior Operations Manager
Closing date:	11:59pm (Bangkok time) on Sunday 14 July 2024

About P4I

Partnerships for Infrastructure (P4I) is an Australian Government initiative partnering with Southeast Asia to drive sustainable, inclusive, and resilient growth through quality infrastructure. P4I partners with Cambodia, Indonesia, Laos, Malaysia, Philippines, Thailand, Timor-Leste, Vietnam and the Association of Southeast Asian Nations (ASEAN).

P4I works with partners to strengthen infrastructure decision-making and practice across the transport, energy, utilities and telecommunications sectors. P4I's focus is on the early stages of the infrastructure lifecycle, including planning and prioritisation, financing strategy, and procurement.

The 4 main services offered by P4I are linkages with Australian government agencies and other institutions, technical and policy advice, infrastructure project advice and knowledge-sharing and learning. As the foundation of quality infrastructure, P4I also integrates gender equality, disability, and social inclusion, and disaster risk reduction and climate change considerations into all activities.

Delivered through a single team, P4I is led by the Australian Department of Foreign Affairs and Trade (DFAT) in collaboration with EY, Adam Smith International, The Asia Foundation and Ninti One.

P4I has a regional program office in Bangkok, with staff also located in Australia and each partner country. More information about P4I is available at www.partnershipsforinfrastructure.org

The Role

The Administrative Officer will be based in the Program's Head Office in Bangkok and will report to the Senior Operations Manager and will work closely with ASI Assistant Manager, Travel and Events Coordinator and other P4I Head Office staff. This position will be responsible for providing administrative support making travel arrangements, including applying for visas, preparing travel requests, and creating claims reports among other administrative tasks. The position will also be responsible for assisting international team members obtaining and renewing their work permits and visas. This role is suited to someone who is well-organised, has experience providing administrative support to a team and is able to perform tasks with limited oversight.

This position is open to Thai nationals only.

The anticipated salary is 45,000 – 60,000 THB/month.

Responsibilities

The key responsibilities of the position include, but are not limited to:

- Assist with operations, procurement, and financial activities in line with P4I Operations Manual.
- Assisting with maintaining the P4I asset register.
- Assist on partner and supplier due diligence.
- Assist in the preparation for and assist with external and internal audits.
- Assist with providing logistical support for P4I activities where required, including flights, accommodation, local transport, and provision of travelling allowances.



- Lead on arranging visas, work permits and other government requirements for program staff. This includes working with the Finance Manager to collect all necessary documentation and liaising with external visa agents.
- Providing general administrative support, including answering phone calls, responding to emails, arranging couriers and coordinating other assigned arrangements.
- Ordering and managing regular office supplies. Assisting with maintaining the P4I asset and supplies register.
- Assisting with local procurement for activity teams as required.
- Assisting with special projects and events as needed including arranging venues, catering and security in line with DFAT procurement rules.
- Assisting with other Operations team tasks and responsibilities when team members are on leave or travelling.

Selection Criteria

- Must be a Thai national.
- Minimum of 3 years' work experience as an Administrative Officer
- Completion of secondary education. A relevant university degree is preferred.
- Experience in assisting with operational and logistics systems for businesses and/or donor-funded programs. Experience with Australian Aid funded projects / international development policies and procedures is desirable.
- Experience managing an office, including managing calendars and maintaining office equipment.
- Proficiency with Microsoft Office (Outlook, Word, Excel and SharePoint).
- Outstanding organisational and time management skills with the ability to prioritise tasks and manage multiple projects simultaneously.
- Excellent verbal and written communications skills, both Thai and English, with ability to interact with people at all levels of the organisation.

How to Apply

Interested applicants are requested to submit a CV and a short covering note in an email with subject “[Candidate Name] – Administrative Officer” to recruitment@partnershipsforinfrastructure.org.

Applications must be submitted by **11:59pm (Bangkok time) on Sunday 14 July 2024**.

Due to the high volume of applications for P4I positions, only short-listed applicants will be contacted.

This position will be recruited through Adam Smith International (ASI). ASI is committed to continually improving the diversity of our workforce through the attraction, retention, and development of a diverse range of talented people. Women, people with disabilities, Indigenous and ethnic minority groups, and nationals of P4I's partner countries are encouraged to apply. We want people to be comfortable bringing their whole self to work and recognise that inclusion brings further opportunities for innovation and creativity.