

## POSITION DESCRIPTION

<b>Position:</b>	Human Resource Manager
<b>Duration:</b>	Long-term, Full-time
<b>Location:</b>	Bangkok, Thailand
<b>Reports to:</b>	Director of Operations
<b>Closing date:</b>	11:59pm (Bangkok time) on Sunday 8 September 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](http://www.partnershipsforinfrastructure.org)

### The Role

The Human Resource Manager (HR Manager) will be based in the Program's Head Office in Bangkok and will report to the Director of Operations and work closely with Finance Manager, and other P4I Program Office staff. This position will be responsible for overseeing all aspects of human resources practices and processes for the project and support the program's adherence to the policies and procedures of the Australian Government as articulated in the program's Operations Manual which includes managing recruitment, employee relations, performance management, training & development, and ensuring compliance with labour laws and regulations.

This position is open to Thai nationals only.

The anticipated salary is 70,000 – 100,000 THB/month.

### Responsibilities

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

- Collaborate with the Director of Operations to create and update policies and procedures for effective Human Resources operations, as specified in the Operations Manual, including, but not limited to, aspects like recruitment, communication, and leave management.
- Oversee the process of securing visas, work permits, and meeting other governmental obligations for program staff.
- Develop and implement recruitment strategies to attract qualified candidates.
- Coordinate and conduct interviews, selection processes, and onboarding.
- Maintain a database of potential candidates and manage staffing needs.



- Identify training needs and opportunities for employee development.
- Support program staff in fulfilling security and safety protocols by offering safety briefings, aiding in security risk assessments, helping with travel request forms, and monitoring staff movements.
- Design and implement training programs to enhance employee skills and knowledge.
- Coordinate with external trainers and institutions for specialized training.
- Monitor and evaluate the effectiveness of training programs.
- Working closely with Finance Manager to manage payroll processes and related documentation.

## Selection Criteria

- Must be a Thai national.
- Minimum of 8 years' work experience in HR management, preferably in a similar role.
- A Bachelor's degree in Human Resources, Business Administration, or a related field (Master's degree preferred).
- Strong knowledge of HR best practices and labour laws.
- 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.
- Ability to work in a dynamic and fast-paced environment.

## How to Apply

Interested applicants are requested to submit a CV and a short covering note in an email with subject "[Candidate Name] – Human Resource Manager" to [recruitment@partnershipsforinfrastructure.org](mailto:recruitment@partnershipsforinfrastructure.org).

Applications must be submitted by **11:59pm (Bangkok time) on Sunday 8 September 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.