



## VACANCY ANNOUNCEMENT

Compassion is a Christian child development organization dedicated to releasing children from poverty. Our ministry to children is twofold: We work through local churches to provide child development programs to deliver children from economic, physical, social and spiritual poverty, enabling them to become responsible, fulfilled Christian adults. And we speak out for children in poverty - informing, motivating and equipping others to become advocates for children

Compassion Thailand is currently seeking a qualified candidate to support our work in Thailand including Thai-Myanmar area.

### People and Culture Partner

**CONTRACT TYPE:** Contractor, 1-year-contract renewable

**WORK BASE:** In Chiang Mai with some travels to Thai-Myanmar provinces

**LANGUAGE:** Fluent in both Thai and English. Be able to speak Karen would be an advantage

**\*\*This position is opened for Thai national applicants\*\***

#### JOB SUMMARY

This professional partner assists with the design and implementation of human resource programs and policies, including performance management, discipline, compensation, benefits, equal opportunity and employee relations. At this career level the incumbent may still be learning and assisting with human resource projects for his or her assigned location and generally works under the guidance of her or his supervisor or a more experienced partner or as a team member on larger projects.

#### WHAT YOU WILL DO

- Acts as an advocate to raise the awareness of the needs of children. Understands Christ's mandate to protect children. Commits to and prioritizes child protection considerations in all decision-making, tasks and activities across the ministry. Abides by all behavioral expectations in Compassion's Statement of Commitment to Child Protection and Code of Conduct. Reports any concerns of abuse, neglect or exploitation of children through Compassion's internal reporting process and appropriately supports responses to incidents if they occur.
- Answers questions on matters such as employee-manager interactions, conflict resolution, performance management, compensation issues, and benefits.
- Assists with recruiting, benefits administration, employee health and wellness, and other human resources related programs.
- Uses current understanding of local and national laws and regulations covering employment issues to protect Compassion's interests by ensuring the ministry is in compliance with legal requirements as well as providing and implementing relevant recommendations to the client groups on necessary practices/programs changes to meet these requirements
- Provides excellent customer service as a first point of contact for employees seeking support from the HR Department. Provides guidance and expertise to address complex problems and questions received based on experience and knowledge of the department and each functional area. As needed, provides introduction to each functional area for further employee support as appropriate. May help junior associates triage support inquiries as needed.
- Coordinates assigned program or projects in support of the HR functional teams. This may include projects such as but is not limited to, employment verification, tuition assistance requests, bereavement flower orders, anniversary award program, branded clothing allowance, data purge or employee record clean-up projects, etc.
- Facilitates all aspects of Compassion's orientation program, including speaker scheduling, employee badges, schedule coordination, communications, catering, and collection and processing of all required new employee paperwork. May also facilitate revisions to speaker presentations and procurement/production of

necessary orientation materials. This incumbent ensures that each new employee is warmly greeted during orientation and has a positive first experience at Compassion.

- Ensures all employee record changes are processed accurately and in collaboration with Payroll and payroll cycles. Accountable for the accurate entry, processing, and filing of all employee data records and paperwork, in accordance with applicable laws and regulations. May train junior associates in employee record changes and processing.
- Monitors the level of engagement through HR metrics, using personal expertise or assessment instruments. Recommends and institutes timely programs, methods and other interventions to address issues that hinder team's level of success.
- May provide expertise to other professionals and support staff in the Human Resources discipline.

### **LEVELING OF CRITERIA**

- Requires expanded conceptual knowledge in own job discipline and broadens capabilities
- Understands key organizational drivers; uses this understanding to accomplish own work
- Provides informal guidance to new team members
- Solves problems in straightforward situations; analyzes possible solutions using technical experience and judgment and precedents
- Explains complex information to others in straightforward situations

### **QUALIFICATIONS**

- Has a personal relationship with Jesus Christ
- 3+ year experience working in this or related field
- Bachelor's Degree in related field
- Fluent in both Thai and English. Karen spoken is advantage
- Strong interpersonal and communication skills
- May be required to travel up to 10% of normal schedule

### **HOW TO APPLY**

Please submit your application document in English consists of:

- A covering letter
- An updated curriculum vitae (CV)
- Three referees (your most recent employer, pastor and reliable person)

Send application to [apply4job@compassion.com](mailto:apply4job@compassion.com)

All applications will be treated with the strictest confidence, only candidates under positive consideration will be notified.