



SHAPE
S E A



CALL FOR APPLICATIONS

Operations Director (Full-time position)
(Salary 48,000 – 58,080 Baht/Month, depending on experience)

The Strengthening Human Rights and Peace Research and Education in ASEAN/Southeast Asia (SHAPE-SEA) Programme’s overarching vision is to instill a culture of human rights and peace in Southeast Asia through applied research, education, inter-sectoral partnerships, and policy advocacy. Based at the Institute of Human Rights and Peace Studies, Mahidol University, Salaya, Nakhon Prathom, SHAPE-SEA Programme is looking for a new team member in the position of Operations Director.

Details of the job role and requirements can be found below:

Job Descriptions	Qualifications
<ul style="list-style-type: none"> • Oversee daily operations of the Programme Management Office (PMO) including all matters relating to human resource management. • Provide leadership to the Operations team with regard to the day-to-day finance and administration requirements. • Monitor the implementation of and update SHAPE-SEA’s financial policy and administrative procedures, ensuring that they are aligned with Mahidol University’s regulation. • Work closely with Executive and Program Directors in formulating and monitoring the implementation of annual plans and budget. • Ensure timely preparation of correct contracts and TORs for procurements of goods and services for the program. • Review and approve requests for fund disbursements and liquidation reports submitted by the program staff. 	<p>Requirements:</p> <ul style="list-style-type: none"> • At least 5 years of experience in program management with government or non-governmental organizations. • Superior knowledge of and competency in multiple operational functions and principles including procurement, finance, and employee management. • Proven ability to plan and manage operational processes for maximum efficiency and productivity. • Good command of written and spoken Thai and English. <p>Desirable Qualities:</p> <ul style="list-style-type: none"> • Demonstrated organizational, communication, and leadership skills. • Experience working in international environment. • Experience working in Thai university system would be a strong asset.



Job Descriptions	Qualifications
<ul style="list-style-type: none">• Prepare annual narrative reports, referencing how the policies were implemented.• Support the preparation of the annual internal and audited financial reports.• If not a subject of complaint, be part of the grievance committee to document the proceedings.	

If you are interested in applying, please submit the following documents to shapesea.pmo@gmail.com on or before 31 October 2024 (23:59 GMT+7)

- * A Cover letter (Required)
- * Curriculum Vitae (focusing on work during the past five years) (Required)
- * Two reference Letters from current or previous supervisor (Desirable)