



VACANCY ANNOUNCEMENT

Administration & Finance Officer

UPR Info Asia Regional Office

General Information

UPR Info is currently inviting individuals from Thailand, with relevant experience and skills, to apply to the Administration & Finance Officer position. She/he will be based with the Asia Regional Office in Bangkok, Thailand, and will be responsible for all administration and finance functions for the effective implementation of UPR Info Asia Regional Office's programmes.

Position: Administration & Finance Officer (AFO)

Tentative starting date: As soon as possible

Duration: 12 months (renewable)

Type of contract: Temporary contract

Basis: Full time, 100%

Location: Bangkok, Thailand

Deadline to apply: 17 July 2016

Who We Are

UPR Info is a non-profit, non-governmental organisation (NGO) with headquarters in Geneva, Switzerland, and two regional offices: in Bangkok, Thailand, for Asia and in Nairobi, Kenya, for Africa. The organisation's main goal is to ensure all stakeholders seize the opportunity and engage in the Universal Periodic Review (UPR) Process as an effective political mechanism to advance the realization of human rights on the ground. *UPR Info* objectives are: (1) to raise awareness by providing capacity-building tools to the different actors of the UPR process, such as United Nations (UN) Member States, NGOs, National Human Rights Institutions and civil society, and (2) to support an inclusive and effective participation of relevant constituencies throughout UPR cycles.

Created in February 2008, *UPR Info* is currently composed of four staff members in its Geneva office, three staff members in its Africa Regional Office and 1 staff member in its Asia Regional Office. The organisation has held Special Consultative status with ECOSOC since 2012.

Since the inception of the UPR mechanism in April 2008, UPR Info is the first and only organisation in the world focusing specifically on the UPR process. The organisation's extensive experience in this area is unique as it addresses all human rights issues and all countries without discrimination or politicization. As an impartial, non-advocacy NGO, *UPR Info* has the rare opportunity to work together with civil society and governments, and occupies a niche by bringing these actors together and building trust among them. **The organisation provides an exceptional platform for discussion on human rights issues, without naming and shaming but focusing on solutions.** UPR Info Asia Regional Office opened in May 2015 with the goal to support the effective and inclusive participation of local civil society in the UPR process by promoting a cooperative implementation of UPR recommendations among all UPR Stakeholders in order to advance the human rights situation on the ground.

UPR Info's strategy lies on five programmes:

1. ***Supporting CSOs participation in the UPR:*** We provide strategic information, analyses, explanations, learning tools, capacity building trainings to NGOs.
2. ***UPR Pre-sessions:*** We convene diplomatic dialogues at the country level and in Geneva between Embassies, Permanent Missions and CSOs to provide a platform for civil society to brief States on the human rights situation in their countries.
3. ***UPR Follow-up:*** We offer technical assistance to UN Member States and CSOs to implement the UPR recommendations in a collaborative and cooperative manner, including UPR implementation and monitoring plans/matrix.
4. ***Enhancing States' capacities:*** We provide strategic information and tools to States to effectively engage in the UPR process.
5. ***Monitoring & Strengthening the UPR process:*** We monitor the UPR process to ensure that it is an effective mechanism to advance human rights on the ground.

UPR Info is a small NGO, with the advantages and constraints attached. Every staff member plays an important role and carries responsibilities. Dedication is key as it greatly impacts the work of the organisation. It is therefore necessary to embrace the vision and goals of the organisation and fully commit to its success.

<h2 style="margin: 0;">Duties and Responsibilities</h2>

Under overall guidance of the Asia Regional Director and the Programmes Coordinator, the AFO will be responsible for all following administration and finance functions for the implementation of UPR Info Asia's programmes:

- Administer the financial requirements, handle administrative functions and general office needs as would be demanded by the exigencies of duty and the time bound delivery of programmes;
- Prepare and submit periodic financial reports for submission through the Programmes Coordinator to donors;
- Provide support to prepare annual and quarterly work plans and budgets in consultation with the Programmes Coordinator and Regional Director;
- Manage annual audit exercise, prepare audit follow-up action plans, and ensure that the action plan is implemented;
- Receipting cash, cheques and banking ;
- Process disbursement documents and ensure bills are paid on time;
- Procure organisation supplies and services;
- Prepare local purchase orders;
- Prepare invoices and quotations;
- Maintain filing system for accounts related documentation;
- Prepare periodic cash analysis reports reflecting organization expenditures;

- Pay out cash and maintenance of proper records of imprest system and management of petty cash;
- Provide administrative and logistical support and implement administrative decisions;
- Manage travel both local and international;
- Ensure efficient and smooth flow and use of essential supplies;
- Undertake secretarial work – photocopying, scanning, letter writing, etc.;
- Organise and maintain paper and electronic files;
- Organise for meetings and conferences;
- Any other tasks as may be assigned from time to time by the immediate line manager, and the Regional Director.

Required Qualifications and Experience

Education:

- A degree in Business Administration, Finance, Accounting or other relevant academic field.

Work Experience:

- Work experience in admin and finance or relevant experience;
- Experience working in Thailand;
- Experience working in an NGO will be considered an asset;
- Good knowledge of operating standard office equipment, including proficiency in MS office – in particular Excel.

Language requirement:

- Excellent written and verbal communication skills in both English and Thai languages and demonstrated ability to draft official documents;

Skills:

- Meticulous and detail-oriented;
- Pro-active person, self-motivated, positive attitude, strategic thinking and multi-tasking ability;
- Curiosity and capacity to contribute to the development of the NGO;
- Ability to work flexibly, under tight timelines and on multiple agendas simultaneously;
- Ability to work independently and effectively with minimum supervision;
- Good communication and public presentation skills;
- Service-oriented;
- Excellent organisational and strong interpersonal skills;
- Good computer and internet skills, especially Excel.

This post is open to Thai Nationals only.

What We Offer: Salary and Benefits

- Competitive regional salary commensurate with experience, with basic healthcare coverage and related travel costs for field trips;
- Opportunities to engage with local, regional and international human rights advocacy networks;
- International environment;
- Contact with a great variety of actors;
- First-hand experience in the work and functioning of a small NGO;
- Deep involvement in the United Nations human rights system; and
- Possibility to expand your responsibilities and competencies depending on your commitment.

How to Apply

Interested applicants should submit the following:

- CV
- Cover Letter
- Names and contact information for 2 references

Please send application by **17 July 2016** via email to: office-asia@upr-info.org

UPR Info is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups, sexual and gender minorities, persons with disabilities and people living with HIV are equally encouraged to apply. All applications will be treated with the strictest confidence.

Only shortlisted candidates will be contacted for interview.

Contact Details

UPR Info Asia

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