

As an international cooperation enterprise for sustainable development with worldwide operations, the German government owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH operates on behalf of German Ministries, the governments of other countries and international clients. GIZ has a record of more than 60 years working in Thailand. For our office in Bangkok we are currently looking for a Junior HR Officer.

Junior HR Officer

Responsibilities

The Junior HR Officer provides support in

- dealing with all questions arising in this area
- identifying relevant problems and issues and assisting in formulating implementation-oriented solutions
- further developing instruments and assisting in introducing innovation and change
- managing knowledge by disseminating and documenting know-how, experience and information

The Junior HR Officer performs the following tasks:

Tasks

1. Personnel recruitment

The Junior HR Officer

- assists in drawing up job descriptions and requirement profiles
- assists with recruiting (identifies existing GIZ HR resources in the country and/or region, writes job advertisements and ensures publication in appropriate print and/or online media)
- assists with shortlisting incoming applications based on requirements or hiring criteria, gets references
- assists in organising the selection process (e.g. interviews)
- assists with notification of unsuccessful applicants, documents the selection process, archives the documentation and enters the data in existing HRM systems

2. Conditions of employment and HR support

The Junior HR Officer

- (in consultation with the HR Manager) draws up the appropriate contract based on national labour law and the material and formal conditions (employment contract, internship etc.)
- assists with all other organisational and administrative processing stages, e.g. monthly update of entries in SAP HR application for national staff
- in consultation with the HR Manager, updates information on employment conditions for national staff (compensation system, salary groups, model job descriptions, labour law etc.)
- handles the social security independently

3. HR instruments and procedures

The Junior HR Officer

- assists in implementing policies for national staff
- is involved in HRM for national staff
- assists with formulating and updating a wide range of HR information materials (for new staff or for the employment manual)
- assists with developing HR procedures and instruments
- assists in organising the evaluation process (information on schedule for the staff assessment and development talks, filing forms, monitoring documentation on qualification requirements and professional development etc.)
- assists with training materials including producing materials.
- manages leave online platform

4. Other duties/additional tasks

The Junior HR Officer

- performs other duties and tasks at the request of management

Required qualifications, competences and experience

Qualifications

- BA in business administration, university degree (if possible, with a focus on HR management) or comparable degree

Professional experience

- 3 plus years of experience in Human Resources Management

Other knowledge, additional competences

- good working knowledge of ITC technologies (related software, email, the internet) and computer applications (e.g. MS Office)
- basic knowledge of national labour and social law
- basic knowledge of HR management, initial work experience desirable
- strictly confidential handling of all HR issues
- proficiency in English language
- willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

This will be a fixed-term contract, starting as soon as possible and running until December 2021 (with high possibility of extension).

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is Friday, 18 September 2020. Only shortlisted candidates will be contacted. GIZ Thailand is an equal opportunity employer and actively encourages gender diversity within the company and operations.

GIZ Office Bangkok

Mrs. Chattayada Pattaragulwanit

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<https://www.youtube.com/channel/UCeyVDmQIGbPvII5Ccob91JQ>

<https://www.youtube.com/user/GIZonlineTV>