

โครงการออสเตรเลีย-เอเชีย เพื่อต่อต้านการค้ามนุษย์
(Australia-Asia Program to Combat Trafficking in Persons)
เลขที่ 1 ตึกกลาสเฮาส์ ออฟฟิศ 801 ชั้น 8 ซอยสุขุมวิท 25
คลองเตยเหนือ วัฒนา กรุงเทพฯ 10110

15 กันยายน 2560

เรื่อง ขอความอนุเคราะห์ติดประกาศรับสมัครงานลงบอร์ดประชาสัมพันธ์คณะ
เรียน คณะบดีคณะศิลปศาสตร์ มธ.
สิ่งที่ส่งมาด้วย รายละเอียดการรับสมัครงาน

ด้วยโครงการออสเตรเลีย-เอเชีย เพื่อต่อต้านการค้ามนุษย์เปิดรับสมัครงานตำแหน่ง Regional
Office Assistant/Information Officer โดยจะทำการปิดรับสมัครวันที่ 1 ตุลาคม 2560 ในกรณีนี้จึงขอความ
อนุเคราะห์ติดประกาศรับสมัครงานลงบอร์ดประชาสัมพันธ์คณะศิลปศาสตร์ มหาวิทยาลัยธรรมศาสตร์ ทั้ง
วิทยาเขตรังสิต และวิทยาเขตท่าพระจันทร์

จึงเรียนมาเพื่อโปรดพิจารณา อนุเคราะห์ และขอบคุณมา ณ โอกาสนี้

ขอแสดงความนับถือ



นางสาวยอดมณี ใจจันทร์ทอง

(Regional Office Assistant/ Information Officer)

ติดต่อ วิกัญญา เจียรดิษฐ์อารมณ์ (Operations Manager)

โทร 02 259 4311 ต่อ 110

โทรสาร 02 661 6486

Australia–Asia Program to Combat Trafficking in Persons Regional Office Assistant/Information Officer – Terms of Reference

Position
Regional Office
Assistant/Information Officer
Duration
12 months (full time)
Location
Bangkok, Thailand with travel
around the region as required
Reports to
Operations Manager

The **Australia–Asia Program to Combat Trafficking in Persons (AAPTIP)** is a five-year (2013–2018) AU\$50million initiative of the Australian aid program that aims to reduce the incentives and opportunities for trafficking of persons in the Association of South East Asia Nations (ASEAN) region.

AAPTIP builds on Australia’s long-term support for programs to strengthen the criminal justice response to human trafficking in Asia. These programs include the *Asia Regional Cooperation to Prevent People Trafficking (ARCPPT; 2003–2006)*, and the *Asia Regional Trafficking in Persons (ARTIP; 2006–2013)* project.

AAPTIP focuses on the prosecution pillar of anti-trafficking at the national and regional level. Support will be provided to the ASEAN Secretariat (ASEC), and partner countries Cambodia, Indonesia, Lao PDR, Myanmar, Philippines, Thailand and Vietnam. A particular emphasis of the Program is to address Labour Trafficking, the largest form of TIP throughout the ASEAN region.

AAPTIP will strengthen the criminal justice response to trafficking by: enhancing regional and national investigative and judicial cooperation on trafficking cases; strengthening legislative frameworks; providing adequate support for victim-witnesses; and expanding the evidence base for policy development and decision-making.

Summary of Role

The Regional Office Assistant/Information Officer (ROA/IO) will assist the Operations Manager (OPM) and the Regional Workshops, Training and Travel Coordinator (RWTTTC) in a range of activities which may include administration, finances, logistics, and recruitment.

The ROA/IO will also ensure that the program’s internal and external information and documentation systems are of the highest quality and that information is accessible to all stakeholders. Based in the Program office in Bangkok, the ROA/IO will be responsible for developing and managing the Program website and library of information and materials for use by program staff, counterparts and stakeholders. The ROA/IO will also support program reporting and research as required.

Specific Duties

Office Assistant tasks:

- > Attend to office filing and record maintenance;
- > Assist at trainings with photocopying and binding of documents; supervising the arrangement of the training/meeting venue; liaison with the venue manager;
- > Make appointments, travel reservations, confirm appointments for LTAs and STAs;
- > Establish, purchase, and maintain an inventory of essential office consumables such as office supplies and stationary;
- > Maintain staffs leave requests and timesheets (print out for approval, scan and send back to project offices);
- > Any other tasks as set by the Operations Manager

Information Officer tasks:

- > Organise existing resources / information materials;
- > Identify and fill any gaps through the collection and collation of additional resources / information materials;

- > Develop and maintain the Program's website, including updating uploads of pertinent media reports;
- > Maintain reports register including consolidation of reports from other project offices and assist with reporting;
- > Respond to requests for information from program staff and other stakeholders;
- > Develop and maintain the Program document register;
- > Develop, consolidate, and maintain library catalogue and keep the documents in electronic files;
- > Undertake additional research tasks as required; and,
- > Other duties as requested by the TL or DTL or OPM.

Core Competence Required

- > Demonstrated IT skills including experience in MS Office (Word, PowerPoint, Excel and Outlook) and SharePoint. Knowledge of, or willingness to learn, the program's web content management system;
- > Demonstrated experience in human resource management, including checking of timesheets, and maintaining of leave tracking;
- > Demonstrated ability to administer general office duties such as filing, maintaining, and monitoring office documents;
- > Good interpersonal, team work and communication skills and able to maintain good relationships with colleagues and external counterparts and stakeholders;
- > Ability to work under pressure whilst ensuring accuracy and attention to detail;
- > Excellent organisational skills with demonstrated experience in assisting to organise meetings and events including arranging travel and logistics; and
- > Strong written and oral communication and interpersonal skills including good written and oral English and Thai language skills.

Qualifications

- > Bachelor in Business Administration, Liberal Arts or any other related fields; and
- > At least 3-year experience of relevant office work.

Position Status

This position is a locally engaged position.

How to Apply

To apply for this position please email applications that address the Core Competencies and a current CV, quoting "ROA/IO" in the subject title, to the Recruitment Manager at recruitment@aaaptip.org. Please also provide two professional referees.

Applications must be received on 1 October 2017. Only shortlisted candidates will be contacted for an interview.

Cardno is an equal opportunity employer and is committed to Child Protection in all fields. Successful applicants may be required to provide a police clearance certificate.