



**VACANCY ANNOUNCEMENT FOR THE POST OF  
ADMINISTRATIVE AND FINANCE OFFICER (Group I)  
ECHO BANGKOK REGIONAL OFFICE**

The European Commission's Directorate General for European Civil Protection and Humanitarian Aid Operations (ECHO) funds relief operations for victims of natural disasters and conflicts outside the European Union. For humanitarian aid, the Commission works with about 200 operational partners, including United Nations agencies, the Red Cross/Crescent movement and non-governmental organizations (NGOs). Humanitarian Aid is channelled impartially, straight to victims, regardless of their race, ethnic group, religion, gender, age, nationality or political affiliation.

ECHO Regional Office in Bangkok announces a position for **an Administrative and Finance Officer** for its office based in Bangkok. This position is open to all nationalities.

DG ECHO applies a policy of equal opportunities. Our recruitment policy is based on respect of diversity, maintaining the gender balance, as well as the balance between professional and private life, and support for training and developments opportunities.

We welcome applications from all suitably qualified persons.

**JOB DESCRIPTION**

The **Administrative and Finance Officer** plans and executes all necessary office administrative and financial accounting functions. He/She carries out supervision on the whole finance process, human resources management, day to day coordination of the office, crisis support on HR and finance issues and supervision of the Administration & Finance Team on the assigned tasks. In addition, he/she acts as a focal point to the Administration & Finance personnel employed in the field offices in the region on finance, HR and office management issues and provides the necessary support to all the DG ECHO field offices under the area of responsibility. These all under the supervision and instructions of the AC (Administrative Coordinator).

**JOB REQUIREMENTS**

**Education:**

- A relevant second level university degree or equivalent professional experience.

**Knowledge and Experience:**

- Minimum 8 years of relevant work experience at national or international level in the area of administration or programme support service including experience in procurement, human resources and finances, as well as provision of inputs for regular reporting, both financial and narrative.
- Experience in handling complex organisational issues.
- Very Good knowledge of DG ECHO rules, regulations and procedures.
- Previous experience in a Governmental or other International Organisation is an advantage.
- Excellent drafting skills.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
- Experience in the usage of ERP software (s).

## **Languages:**

- An excellent knowledge of English (verbal & writing).
- A knowledge of Thai (verbal & writing) is an advantage.

## **HOW TO APPLY**

### **Applications MUST comprise of:**

- a cover letter (maximum of 1 page) setting out the candidate's motivation and suitability for the position.
- a detailed CV in the attached European CV standard format only. No other format will be accepted.
- Academic and relevant employment certificates certified true copy by the applicant.
- The name, position and contact number/details (telephone, e-mail) of three references (including HR department and the supervisor), one of them being a recent employer.

**Applications should be uploaded at <https://ats.flexi-personnel.com/jobs> until 16/09/2024 at 17:00hrs (local time). The vacancy reference REF: “ECHO/Administrative and Finance Officer/BKK must be clearly indicated in the subject line.**

**Note:** Flexi Personnel Limited has been contracted by ECHO to handle the recruitment process of this position. **Candidates MUST abstain from contacting the ECHO Bangkok Regional office for information on the selection process or for any other purpose. Any form of canvassing, soliciting, or influencing will be treated as grounds for disqualification.**

**Only the short-listed candidates will be contacted.** They will have to bring the full supporting documentation in original with them at the interview stage.

## **THE EMPLOYMENT CONDITIONS**

The contract is initially for one year with possibility of renewal subject to a successful completion a 3-month probationary period and following a positive annual evaluation.

As an indication, **the monthly basic salary is on average approximately THB. 178,587 which corresponds to eight years of the minimum required experience and will be adapted according to the exact duration of relevant professional experience supported by a work certificate.** Besides the basic salary, the employee will receive disability / retirement allowance, a 13th salary, transportation allowance, as well as a medical coverage. **(The salary is subject to local taxes).**

ECHO employees observe the National Staff code of Conduct which is available on the link:  
[https://civil-protection-humanitarian-aid.ec.europa.eu/who/about-echo/field-network\\_en](https://civil-protection-humanitarian-aid.ec.europa.eu/who/about-echo/field-network_en)

*“Any processing of your personal data will be done in accordance with the applicable EU legislation (Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.”*

*The privacy statement can be found on ECHO website.*

[https://ec.europa.eu/echo/system/files/2020-01/privacy\\_statement\\_recruitment\\_ns\\_final\\_version.pdf](https://ec.europa.eu/echo/system/files/2020-01/privacy_statement_recruitment_ns_final_version.pdf)