



Are you looking for a new, challenging job opportunity at a not-for-profit, development organisation in a fun team with a great passion for helping others? Child's Dream Regional Office in Chiang Mai, Thailand is seeking an ambitious

Senior Regional Human Resources Coordinator

Starting date of position – as soon as possible

Together as a team, we at Child's Dream are here to empower people in the Mekong-Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth and young adults for sustainable development.

Our Regional Human Resources team needs your expertise in providing strategic HR support, ensuring compliance with local laws, and supporting employee growth and development across our offices. You will work closely with the HR team to develop HR policies, manage compensation, and implement HR projects that support our mission.

Your duties and responsibilities include but are not limited to:

HR Policy and Compliance

- Ensure compliance with local labor laws and regulations across all regional offices.
- Oversee regional compensation and benefits programmes, ensuring alignment with market standards.
- Conduct benchmarking studies on employee living costs, compensation trends, and labour market conditions.
- Support the implementation and continuous monitoring of HR policies across offices.
- Assist with performance management and policy-related issues.

HR Operations and Reporting

- Manage and execute HR projects to improve processes and practices across our offices.
- Generate and analyse HR metrics and reports, including recruitment and performance data.
- Provide support for legal and administrative aspects of HR management, including contract management, salary structures, and health insurance systems.
- Regularly report to the Head of Regional HR on the implementation of HR policies, identifying issues and recommending solutions.

HR Project Management

- Support the execution and implementation of HR policies across the region, ensuring that challenges are addressed and improvements proposed.

Training and Coaching

- Build the capacity of HR Representatives by providing training and coaching to strengthen the HR function in our offices.
- Provide ongoing support and mentorship to the HR teams, ensuring effective knowledge transfer and enhanced HR practices.

We are seeking for a person who meets the following criteria:

Education and work experience

- A strong interest in working for an NGO
- A bachelor's degree in Human Resources, Business Administration, or a related field.
- At least 9 years of work experience, with a minimum of 2 years in a HR Management role

Hard skills

- Strong knowledge of human resources practices, employment law, and operational management.
- Proficient in HR systems and tools.
- Experience in developing, rolling out, and maintaining HR policies and ensuring compliance.

Other relevant hard skills

- Experience in using HR software.
- Familiarity with regional employment practices and cultural norms.

Soft skills

- Outstanding cross-cultural communication skills (verbal and written).
- Ability to align HR practices with organisational goals.
- Strong interpersonal skills, with an emphasis on compassion and sensitivity.
- Ability to build and maintain strong networks and collaborative relationships with colleagues.
- Excellent analytical and problem-solving skills.
- Flexible, positive attitude with the ability to adapt to changing HR regulations and organisational needs.

Language skills

- Advanced written and spoken English language skills are required.

Others

- Occasional travel to other offices may be required.

What we offer:

- A full-time position in our office in Chiang Mai, Thailand.
- An unlimited contract.
- A multicultural working environment with more than 14 nationalities in the region.
- A working culture based on trust, constant exchange, lean hierarchy, and constant learning and development.
- Salary will be based on relevant work experience, skills, and knowledge, plus both monetary and non-monetary benefits.

Did we spark your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, university transcripts, and two references) to logan@childsdream.org.

The application deadline is **2nd May 2025**.

We will of course confirm that we have received your application and we will only get in contact with you again if you are selected for an interview.