



The Global Alliance Against Traffic in Women
191/41 Sivalai Condominium, 33 Itsaraphap Road
Bangkok, 10600, Thailand
Tel.: +66 2 864 14 27 / 28 Fax: +66 2 864 16 37
www.gaatw.org

Title of the Position:
Office and Logistics Assistant

Salary range: Starting from 15,000 THB/month plus secondary benefits including provident fund, medical insurance or social security, medical fund, house rent allowance, annual home leave ticket, relocation allowance (if applicable), and maternity leave.

Duration of the contract: one year and a half, renewable contract subject to successful completion of a 3-month probation period.

Location: GAATW-International Secretariat (Bangkok, Thailand)

Date for posting the position: 16 November 2009

Closing date for applications: 30 November 2009

Contact to short listed candidates: 3 December 2009

Start at the GAATW-International Secretariat: 4 January 2010

The **Global Alliance Against Traffic in Women (GAATW)** is an Alliance of about 90 non-governmental organizations (NGOs) working on women's rights and migrants' rights around the world. The **International Secretariat of GAATW (GAATW-IS)** is based in Bangkok, Thailand, and coordinates the activities of the Alliance, collects and disseminates information and advocates on behalf of the Alliance at regional and international level.

The **tasks and responsibilities of the Office and Logistics Assistant** are:

Legal requirements

- Liaise with government departments, especially regarding work permits and visa for non-Thai staff.
- Translate Thai documents if required.
- Prepare documentation for registration of International Board members.
- Collect signatures of Board members on official documents.

Office management

- Receive and transfer telephone calls and messages, and use the answering machine.
- Sorting and processing office mail (e.g. bills, invoices).
- Maintain GAATW IS' small library of reference materials.

Finance assistance

- Inform Finance Officer of incoming bills and transactions.
- Otherwise assist in finance, according the financial procedures and under the supervision of Finance Officer.

Logistical support for GAATW IS meetings and conferences

- Provide logistical support for GAATW IS events, e.g. liaising with product suppliers, ordering conference materials.
- Assist with travel and visa arrangements for GAATW IS' 2010 International Members Congress and Conference and other meetings throughout the year (e.g. Board Meeting).

Requirements are:

- Fluency in Thai is required. Working knowledge of English is an asset.
- Proven ability to liaise with the Thai government and good knowledge of Thai culture.
- Dependable, meticulous, frugal and efficient worker who can handle several tasks at a time.
- Pleasant communicator with excellent interpersonal skills and a supportive attitude.
- Ability to work independently as well as in a team and to work in a multicultural environment.
- Able to maintain confidentiality and security of office records management system.
- Good computer and typing skills.

Position within GAATW-IS

- The Office & Logistics Assistant reports to the Finance Officer for tasks relating to finance and legal requirements, and to the Program Coordinator for tasks regarding GAATW events and office management.

Functional contacts

- All staff - for logistical needs
- Board - maintain pleasant relations and collect signatures
- Government - maintain pleasant relations and legal requirements

How to apply

Please send your application (cover letter and CV including references), preferably in English but applications in Thai are also welcome, with the title: *Office & Logistics Assistant* to: work@gaatw.org. Due to the expected volume of applications, we will only be able to contact short-listed candidates.