

Job Position : Executive Assistant to ND

WHO WE ARE

World Vision Foundation of Thailand is a Christian humanitarian, development and advocacy organisation devoted to improving the lives of children, their families and communities by tackling the root causes of poverty. With nearly 50 years of experience in the country, we help all people regardless of race, gender, and religion.

OUR SELECTION PROCESS

We embrace diversity, employing people from a variety of cultural and religious backgrounds. We take our child and adult safeguarding responsibilities seriously and we are committed to providing an environment that is safe for children. All successful candidates will undergo all required pre-employment checks which is inclusive of a criminal record check. Our stringent recruitment procedures make sure the safest and most suitable people work with the children in our programmes.

Come join our team in Thailand, be part of our more than 33,000 staff working in 100 countries and share the joy of transforming vulnerable children's life stories!

Learn more about our work at worldvision.or.th

PURPOSE OF POSITION

The Executive Assistant provides comprehensive administrative and strategic support to the National Director (ND) and plays a key role in ensuring the effective management of the ND's office. This position acts as a liaison between the ND, internal departments, and external stakeholders, ensuring smooth communication, coordination, and alignment with WVFT's mission and values.

MAJOR RESPONSIBILITIES

1. Administrative Support 20 %

- Manage the National Director's calendar, including scheduling meetings, appointments, and travel arrangements, ensuring optimal time management.
- Screen and prioritize incoming communications (emails, calls, correspondence), responding on behalf of the ND where appropriate.
- Draft, review, and finalize documents, presentations, reports, and correspondence for the ND.
- Maintain an organized filing system for the ND's records, ensuring confidentiality and ease of access.

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2. Coordination and Communication 20%

- Serve as the primary point of contact between the National Director and internal teams, regional/global offices, donors, and other external partners.
- Coordinate meetings, including leadership team meetings, preparing agendas, taking minutes, and following up on action items.
- Facilitate clear and effective communication within WVFT and between external stakeholders to align with organizational priorities.

3. Event and Travel Management 10%

- Organize logistics for key events, conferences, and workshops led by the National Director.
- Coordinate domestic and international travel arrangements, including itineraries, accommodation, and visa processing.
- Ensure the ND is well-prepared for engagements with briefing documents, reports, and talking points.
- Collaborate with internal teams and external stakeholders to gather relevant information for speeches and presentations.
- Manage the ND's expense reports, PA (Pre-approval) and SA (Settlement Advice) ensuring compliance with organizational policies and procedures.

4. Strategic Support 30%

- Assist the National Director with tracking organizational priorities and monitoring key deliverables, ensuring deadlines are met.
- Consolidate management report.
- Support the ND in managing relationships with donors, partners, government officials, and other key stakeholders.

5. Translation Support 15%

- Provide or facilitate translation support during meetings, workshops, or key events to ensure clear communication between internal teams and external stakeholders.
- Review translated materials for accuracy and contextual relevance when required.

6. Other Duties 5%

- Perform additional tasks or projects as assigned by the National Director.

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KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree in Business Administration, Nonprofit Management, Communications, or a related field.
- Minimum of 3 years of experience in an administrative or executive support role, preferably within an NGO or development organization.
- Experience working with senior leadership and understanding of NGO operations is highly desirable.
- Strong organizational and multitasking skills, with the ability to prioritize tasks effectively.
- Excellent verbal and written communication skills in both Thai and English.
- High proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to handle sensitive information with the utmost confidentiality and discretion.
- Strong interpersonal skills, with the ability to work effectively across cultures and with diverse stakeholders.

As a child focused organization, World Vision Foundation of Thailand is committed to the safeguarding of children, therefore any offer of employment is conditional upon the successful completion of applicable background checks, including a criminal records check.

By submitting your application, you understand and accept that World Vision Foundation of Thailand will process the data you provide for the purposes of your application and in accordance with the World Vision Foundation of Thailand - Job Applicant Privacy Notice.

Applicants are required to send a CV and cover letter via email to banyen_muenjob@wvi.org Tel. 02-0229200 Ext.154. Applications will be reviewed on a rolling basis, with interviews scheduled with suitable candidates on a rolling basis. Any questions or requests for additional information can be directed to the emails and phone number above.