

Job Position: Organisational Governance Manager

PURPOSE OF POSITION

The Organisational Governance Manager plays a critical role in ensuring that the foundation's operations comply with Thai laws, Partnership Policies, and Global Standards with transparency and accountability. The position oversees governance processes, supports the Board Committee, and drives the implementation of organizational governance policies.

This role is also responsible for managing the Integrated Incident Management (IIM) system, covering complaints, fraud, safeguarding, and other critical incidents. In addition, the position provides oversight in legal advisory, compliance, internal and external audits, and the adaptation of Partnership Policies to the Thai context. The role further promotes and sustains an organizational culture grounded in Integrity, Accountability, and Compliance.

MAJOR RESPONSIBILITIES

Strategic Governance Supporter (45%):

- Support the Board Committee in meetings, documentation, and the preparation of accurate, complete, and timely reports to enable effective strategic decision-making.
- Oversee and implement governance-related management policies in compliance with Partnership Standards and applicable Thai laws.
- Develop and implement the Board Development Plan, including orientation programs for new Board Committee members, to strengthen their understanding of roles, responsibilities, and the organization's mission.
- Serve as the central coordination point between the Board Committee, senior leadership, and internal departments to promote transparency, effective communication, and smooth collaboration.

Incident & Risk Management Champion (Integrated Incident Management – IIM) (15%):

- Oversee and manage the Integrated Incident Management (IIM) system covering complaints, fraud, accidents, staff-related cases, and safeguarding, ensuring processes are systematic, transparent, and compliant with Partnership Policies and Global Standards.
- Coordinate with relevant internal departments as well as the Regional Office and Global Center to ensure investigations, analysis, and case management are conducted according to established standards and requirements.

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- Monitor and report incident management outcomes to senior leadership and the Board Committee, ensuring transparency and providing insights for organizational learning and system improvement.
- Develop tools and mechanisms to strengthen incident and risk management, minimizing organizational impact and promoting a Safe Reporting Culture.

Legal & Compliance Advisor (10%):

- Provide legal advice and oversee the review of contracts and agreements with external parties (e.g., donors, partners, contractors) to ensure compliance with Thai laws, Partnership Policies, and Global Standards, mitigating legal and operational risks.
- Ensure that the organization complies with all relevant Thai laws, including labor, tax, and regulatory requirements, to maintain organizational integrity and credibility.
- Liaise with external legal counsel, regulatory bodies, and partners to prevent and mitigate legal risks and manage disputes systematically and transparently.

Audit & Assurance Steward (10%):

- Coordinate and oversee internal and external audit processes to ensure organizational transparency, accuracy, and credibility.
- Monitor and report on the implementation of audit findings, recommendations, and action plans, ensuring timely and accurate completion in compliance with the requirements of the Global Center, Partnership Policies, and donor standards.
- Develop transparent and auditable tracking systems that enable senior leadership and the Board Committee to regularly monitor progress.
- Promote the use of audit lessons learned as opportunities for continuous improvement and to strengthen the organization's quality and credibility.

Partnership Policy & Standard Compliance (10%):

- Oversee and monitor organizational compliance with Partnership Policies and Global Standards as required.
- Track policy changes in coordination with the Regional Office and Global Center, assess potential impacts, and communicate adjustments clearly to leadership and relevant departments.
- Collaborate with internal departments to update or develop internal policies and SOPs aligned with Partnership requirements and donor standards.
- Establish monitoring and reporting mechanisms to ensure consistent and verifiable adherence to Policy and Standard Compliance across the organization.

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Culture of Integrity & Accountability Builder (10%):

- Promote an organizational culture grounded in integrity, transparency, and accountability through internal awareness and communication initiatives.
- Organize training programs and activities to strengthen staff understanding of governance, compliance, and safeguarding at all levels.
- Encourage staff and leadership to embrace and uphold the Core Values of World Vision, reinforcing trust, credibility, and accountability with stakeholders.

KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree or higher in Law, Organizational Management, Audit/Compliance, or related disciplines.
- Professional certifications in Governance, Compliance, Risk Management, Legal Studies, Audit, or Non-Profit Management (advantage).
- Additional training or certifications in Board Governance, Safeguarding, or Policy/Regulatory Compliance (asset).
- Minimum of 5–10 years of progressive experience in Governance, Compliance, Legal, Audit, or Risk Management.
- Proven track record in Incident Management (e.g., complaints, fraud, safeguarding, staff cases) and applying Global Standards for at least 5 years.
- Prior experience in NGOs/INGOs or organizations operating under Partnership Policies and Donor Compliance frameworks is highly desirable.
- Strong ability to analyze legal and policy-related information to support decision-making for senior leadership and the Board.
- Solid understanding of audit and compliance systems, including managing audit findings and donor-required action plans.
- Knowledge of Incident & Risk Management frameworks and integration into governance systems.
- Experience in developing and leading Governance/Compliance/Risk teams to address complex issues systematically.
- Demonstrated leadership that promotes integrity, transparency, accountability, and safe reporting culture.
- Strong coordination and partnership skills with Board Committees, senior leadership, Regional Office, Global Center, and external regulators.
- Experience engaging with auditors, legal counsel, and regulatory bodies, with the ability to collaborate effectively across departments.
- Deep understanding of good governance, transparency, and compliance within the INGO context.

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- Proven ability to oversee, adapt, and implement internal policies and SOPs aligned with Partnership Policies and Global Standards.
- Commitment to operating in alignment with World Vision's Core Values and Code of Conduct, fostering trust, collaboration, and credibility with all 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 your CV and cover letter via email to:

Email: thanyarat_charndamnernkit@wvi.org / arnon_suansri@wvi.org

Contact: 02-0229200 Ext. 151

More Information: <https://worldvision.or.th/work-with-us/>

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