

Job Position : HRIS & Policy Specialist

WHO WE ARE

World Vision Foundation of Thailand is a Christian humanitarian, development and advocacy organization 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 HRIS & Policy Specialist is responsible for enabling effective and compliant people operations by maximizing the use of the organization's Human Resources Information System (HRIS), primarily Workday, and ensuring the relevance, consistency, and compliance of HR policies. The role serves as a functional owner of HR systems and data, transforming HR processes and policies into practical, system-enabled solutions that support sound decision-making and operational efficiency.

This position plays a key role in maintaining data integrity, delivering meaningful HR reports and dashboards, supporting system adoption through user training and guidance, and ensuring HR policies remain aligned with Global Centre standards and applicable local labor laws. Working closely with People & Culture, Legal, IT, and Global stakeholders, the HRIS & Policy Specialist helps ensure that HR systems and policies are accurate, up to date, user-friendly, and fit for purpose in a changing organizational environment.

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MAJOR RESPONSIBILITIES

HRIS (Workday) Management and Optimization

Act as the functional HR owner of the HRIS, primarily Workday, by maintaining system configuration, ensuring data accuracy and integrity, and maximizing system capabilities to support HR processes and organizational needs. Coordinate system updates, enhancements, and issue resolution in collaboration with IT, vendors, and Global stakeholders to ensure effective and reliable system performance.

HR Reporting, Analytics, and Dashboard Development

Develop, maintain, and analyze HR reports and dashboards to provide accurate, timely, and meaningful people data that supports People & Culture planning and management decision-making. Translate HR data into insights that help identify trends, risks, and improvement opportunities across the employee lifecycle.

User Support, Training, and System Adoption

Provide guidance and support to employees and managers in using Workday and related HR systems effectively. Design and deliver user training, system guidance, and communication to enhance system adoption, improve user capability, and promote consistent and correct use of HR systems across the organization.

HR Policy Review, Alignment, and Governance

Review, update, and maintain HR policies to ensure alignment with Global Center standards, organizational practices, and applicable local labor laws. Work closely with the Legal function to assess regulatory changes and translate policy requirements into clear, practical guidance and system-enabled processes that support compliance and risk management.

Process Improvement and Continuous Enhancement

Continuously review HR processes and system usage to identify opportunities for simplification, automation, and improvement. Support the integration of HR policies, processes, and systems to enhance operational efficiency, data reliability, and employee experience in a changing organizational environment.

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KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree in Human Resources, Business Administration, Information Systems, Data Analytics, or a related field.
- Formal training or certification related to HRIS, Workday, HR Operations, or HR Analytics is an advantage.
- Training in labor law, HR policy development, or compliance is preferred.
- Continuous learning in HR systems, digital HR, or people analytics is desirable.
- Minimum of 3–5 years of experience in HRIS, HR Operations, HR Policy, or a related HR function.
- Hands-on experience working with an HRIS platform, preferably Workday, including reporting and system configuration.
- Experience in developing, reviewing, or maintaining HR policies and procedures in alignment with organizational and regulatory requirements.
- Experience working with cross-functional stakeholders, such as Legal, IT, or Global/Regional teams, is an advantage.
- Strong working knowledge of HRIS systems, particularly Workday, including reporting, dashboards, and data management.
- Solid understanding of HR data structures, employee lifecycle processes, and data governance principles.
- Ability to analyze HR data, identify trends, and translate data into clear insights for decision-making.
- Knowledge of HR policy frameworks and the ability to interpret and apply local labor laws in an organizational context.
- Proficiency in MS Excel and other data analysis or visualization tools; experience with dashboard or reporting tools is an advantage.
- Strong documentation, communication, and training skills to support system usage and policy implementation.
- Proficiency in Thai and English, both written and verbal, to effectively communicate with internal stakeholders, Global Center, and external partners.
- Ability to prepare clear documentation, reports, and system guidance in both languages is an advantage.
- Occasional travel may be required for meetings, training, or organizational activities.
- Ability to work effectively in a standard office environment and through digital collaboration platforms, including virtual meetings and online systems.
- Ability to work at a computer for extended periods to manage HR systems, analyze data, and prepare reports.
- Ability to participate in meetings, training sessions, and workshops, both in-person and virtual.
- No specific physical demands beyond those associated with a typical office-based role.

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.