



## ISSARA INSTITUTE

### Job Description | Regional Project Assistant

<b>Job Title:</b>	Regional Project Assistant
<b>Duration:</b>	1 year, with possibility of extension
<b>Responsible to:</b>	Regional Operations Manager
<b>Duty Station:</b>	Bangkok, Thailand

#### **BACKGROUND**

The Issara Institute is an independent non-profit organization based in Thailand, Myanmar, and the United States tackling issues of human trafficking and forced labour in global supply chains through data, technology, partnership, and innovation. The Institute was established in 2014 by a team of anti-trafficking experts coming out of the United Nations who created an alliance of private sector, civil society, and government partners committed to addressing labour issues in global supply chains with practical, measurable, and scalable results. It is staffed by leading regional and international experts in labour rights, business consulting, and ethical sourcing, with additional technical advisors in the US and UK supporting the Institute's work on an ongoing basis.

Issara Institute programming runs 3 inter-linked components:

1. **Business and Human Rights**, including engagement of global brand, retailer, and importer partners in a collaborative approach to identifying and addressing risks of trafficking and other labour abuses in their Asian supply chains – through real-time supply chain monitoring (Issara Inclusive Labour Monitoring), factory/workplace assessments, and collaborative improvement solutions that build more ethical supplier businesses and industries.
2. **Issara Labs [Intelligence and Innovation]**, includes research, technology, and worker voice tools and channels (the Issara multi-lingual hotline, Golden Dreams Android smartphone app, and social media) to better understand labour conditions in supply chains. People – including worker voice and feedback – are at the center of Issara's data and intelligence work, and we conduct a wide range of research, analytics, and technology development related to human trafficking and global supply chains – the people, the policies, the impact, and how to eliminate it.
3. **Outreach and Empowerment** – 'Freedom of Choice' is Issara's philosophy for supporting victims of labour exploitation, whether support is provided directly by Issara or referral partners. The objective is to empower victims with the widest range of options, information, and resources for them to make their own informed choices about their recovery and their futures. Outreach with migrant worker communities ensures that workers of all types have access to information about their rights under the law, and how to get assistance if they need it.

## ***SCOPE OF WORK***

The Regional Project Assistant will play a critical role in ensuring that the work of the Institute is streamlined, cost-effective, efficient, and in adherence to donor and partner policies, procedures, and regulations. The Regional Project Assistant is responsible for communications, finance, administration, and project monitoring. The position will report to Regional Operations Manager and work closely with other teams across all offices.

Specific aspects of the scope of work of the Regional Project Assistant include:

### **1. Support to program activities, project monitoring and implementation, and partners.**

- Provide logistical support to field missions and events, including arrangement of transportation, workshop and training venues, hotels, and other details.
- Support the monitoring and tracking of the annual work plans, BATS (pre-requisition processes), and monthly travel plans of all teams.
- Provide other support as needed to field teams, including support in the field and to the hotline.

### **2. Support finance and administration functions.**

- Procurement: Assist with vendor selection and vendor relationships, ensuring good value for money.
- Finance: Help field and program teams organize receipts and vouchers for expense clearing.
- Administration: Contact with vendor to provide good service for Issara and other support as needed to the team.
- Human resources: Assist with the work permit and visa application processes and documents for international staff.
- Organize and conduct staff orientation training for all new incoming staff to ensure understanding of and compliance with all systems and procedures.

## ***REQUIRED SKILLS & EXPERTISE***

We have a lean, dynamic, seasoned team that is committed to change, innovation, and impact. We are conscientious, we hold a high standard of care for our beneficiaries, and understand that we have to be able to work effectively with partners spanning the largest multinational corporations to the smallest grassroots CBOs. Our work ecosystem is multi-cultural, respectful, and energetic, whether we are working on tasks in teams, or working alone. We aim to ensure that there are many opportunities for sharing, learning, and growth on our team, and are looking for individuals who would flourish in our unique environment. The Project Assistant should have:

- Bachelor degree in a relevant social science discipline such as international development, economics, or public administration

- Minimum 5 years' experience working related to finance support program with background in administration and human resources preferred experience working with International NGO. Experience in finance and accounting are an advantage.
- Experience in maintenance of IT equipment are preferred.
- Personal interest and sensitivity in working with local communities and ability to work in a fast-paced, multicultural environment.
- Familiarity with Microsoft Office applications.
- Fluency in English required, with excellent written and verbal communication skills.
- Ability to independently manage tasks without closely supervision.

If you are interested in applying for this position, please send a CV, the names and contact details of three references, and a cover letter explaining your interest in the position and relevant expertise to [admin@issarainstitute.org](mailto:admin@issarainstitute.org).