

People and Culture Partner

CONTRACT TYPE: Full time - regular staff

WORK BASE: In Chiang Mai with some travels to Thai-Myanmar provinces

LANGUAGE: Fluent in both Thai and English. Be able to speak Karen would be an advantage

****This position is opened for Thai national applicants****

JOB SUMMARY

This seasoned partner designs, implements and advises on human resource programs and policies, including performance management, discipline, compensation, benefits, equal opportunity and employee relations. At this career level, the incumbent anticipates and plans for long-term human resource needs and trends. This professional is generally competent in several human resources specialties and may be called on to coach or oversee the work of junior business partners.

WHAT YOU WILL DO

- Maintains a personal relationship with Jesus Christ. Is a consistent witness for Jesus Christ, maintains a courteous, Christ-like attitude in dealing with people within and outside of Compassion, and faithfully upholds Compassion's ministry in prayer.
- Acts as an advocate to raise the awareness of the needs of children. Understands Christ's mandate to protect children. Commits to and prioritizes child protection considerations in all decision-making, tasks and activities across the ministry. Abides by all behavioral expectations in Compassion's Statement of Commitment to Child Protection and Code of Conduct. Reports any concerns of abuse, neglect or exploitation of children through Compassion's internal reporting process and appropriately supports responses to incidents if they occur.
- Coaches managers, answering questions and instilling a sense of responsibility on matters such as employee relations, conflict resolution, discipline, performance management, staff development, termination, compensation issues, succession planning, benefits, and talent acquisition. Partners with appropriate senior leadership to properly engage employees in achieving functional objectives in the client area.
- Educates employees, answering questions on matters such as employee-manager interactions, conflict resolution, performance management, compensation issues, and benefits.
- In some locations, assists with or performs recruiting, benefits administration, employee health and wellness, and other human resources related programs.
- Uses current and complete understanding of local and national laws and regulations covering employment issues to protect Compassion's interests by ensuring the ministry is in compliance with legal requirements as well as providing and implementing relevant recommendations to the client groups on necessary practices/programs changes to meet these requirements.

- Investigates, and makes recommendations for resolution regarding employee or other stakeholder concerns around performance management, improvement, harassment, discrimination, misconduct, and similar matters.
- Analyzes the level of engagement through HR metrics, using personal expertise or assessment instruments. Recommends and institutes timely programs, methods and other interventions to address issues that hinder team's level of success.
- Coordinates programs for client groups such as annual merit, performance management, benefits enrollment, and new employee orientation. May facilitate events for client teams such as team-building, merit program meetings, strategic planning, brainstorming, or other group sessions.
- Coaches and provides expertise to other professionals and support staff in the Human Resources discipline.

LEVELING OF CRITERIA

- Requires expanded conceptual knowledge in own job discipline and broadens capabilities
- Understands key organizational drivers; uses this understanding to accomplish own work
- Provides informal guidance to new team members
- Solves problems in straightforward situations; analyzes possible solutions using technical experience and judgment and precedents
- Explains complex information to others in straightforward situations

QUALIFICATIONS

- Has a personal relationship with Jesus Christ
- 3+ year experience working in this or related field
- Bachelor's Degree in related field
- Fluent in both Thai and English. Karen spoken is advantage
- Strong interpersonal and communication skills
- May be required to travel up to 10% of normal schedule

HOW TO APPLY

Please submit your application document in English consists of:

- A covering letter
- An updated curriculum vitae (CV)
- Three referees (your most recent employer, pastor and reliable person)

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All applications will be treated with the strictest confidence, only candidates under positive consideration will be notified.