



www.soidog.org

CNVR Administrator

About Soi Dog Foundation:

Soi Dog Foundation is the largest animal welfare organisation in Asia dedicated to helping stray dogs and cats. Soi Dog Foundation sterilises, vaccinates, administers medical treatment, shelters, promotes adoption of stray dogs and cats in Thailand, and runs education programmes on animal welfare. Soi Dog Foundation is also actively working to end South East Asia's dog meat trade, and is expanding within South East Asia, having recently opened an operation in Vietnam.

Soi Dog's Mission Statement is: **"To improve the welfare of dogs and cats in Asia, resulting in better lives for both the animal and human communities, to create a society without homeless animals, and to ultimately end animal cruelty"**. Its core values are compassion, honesty, integrity and transparency.

For more information, please visit www.soidog.org

JOB DESCRIPTION

Job Title and Summary: The CNVR Administrator is responsible for the daily collection and collation of data from all SDF Mobile Units as well as from SDF's grantees within Thailand and for producing monthly CNVR reports, as well as monthly accounting reports. The CNVR Admin is also responsible for drafting & delivering letters/ contracts to the relevant government agencies and other stakeholders.

Key Responsibilities:

- Collect data from all SDF Mobile Teams & external CNVR projects/ SDF's grantees & check accuracy of data daily.
- Check map apps/ GPS daily & report problems to CNVR Logistics Manager & CNVR Director.
- Show information collected in many platforms (excel sheet, Mytracks, Talea App, etc).
- Summarise all CNVR data and send monthly report to HOD & CNVR Director.
- Liaise with Mobile Clinic Managers and CNVR Logistics Manager to create updates on Mobile Clinic plans/ schedule for SDF staff (HOD, Senior Management, Marketing/ PR) & relevant stakeholders.
- Support CNVR Logistics Manager with preparing letters/ documents as needed such as create sign contract in and out include renew for staff accommodation and liaise with finance team.
- Draft letters in THAI or ENGLISH & contact the relevant government agency (DLD, BMA, DDC, etc) or other stakeholder (Universities, VPAT, etc) to arrange meetings between the CNVR Director and relevant stakeholder.
- Provide regular updates on Mobile Teams' schedule to SDF staff, partners and other stakeholders such as BMA, DLD, DDC, DLA, University and other NGO.
- Help create PowerPoint presentations on SDF's CNVR programme (and Annual Evaluations) to present to stakeholders.
- Translate letters/ documents from Thai to English and English to Thai.
- Manage petty cash and involved in purchase requests, as needed, in SDF Mobile Teams.
- Collect bills from petty cash and summarise monthly finances of current SDF Mobile Units and future Teams.

- As part of the Soi Dog team, be available to help as needed, even with tasks that are outside of the job description.

Department and Supervisor: Animal Welfare Department. This position reports to CNVR Director – Thailand.

Skills and Qualifications:

- Thai nationality with very good command in written and verbal English.
- Should have experience working in an Administrative position.
- Has initiative, is an active and quick learner.
- Self-motivated and very well organised.
- The ability to multi-task in a fast paced, challenging environment is crucial.

Location: Bangkok

Type of Employment: Full-time position

Benefits:

- Five-day work a week 08:00-17:00 with two days off. (May be required to work weekend or flexible time depending on their duties as directed by their Head of Department.)
- 19 annual holidays (including Thai National Holidays 13 days) rising to 25 days with year of service
- Annual Salary Adjustment
- Annual Service bonus
- Social Security
- Provident Fund
- Uniform

Soi Dog is an equal opportunities employer and does not discriminate on the basis of age, sex, sexuality, religion or disability. Soi Dog Foundation does give preference to Thai candidates for jobs in Thailand.

HOW TO APPLY

Please send your CV, together with a covering letter in English detailing why you think you would be appropriate for this role, to hr@soidog.org