



# 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 Asia's dog and cat meat trade.

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"**. I

For more information, please visit [www.soidog.org](http://www.soidog.org)

## JOB DESCRIPTION

**Job Title and Summary:** The CNVR Administrator is responsible for the daily collection, consolidation, verification, and management of data from all SDF Mobile Units, as well as from SDF-funded grantees and external CNVR projects across Thailand. The position is responsible for maintaining accurate and up-to-date CNVR records, preparing monthly CNVR and financial reports, and ensuring that required information is collected and submitted within the agreed timelines.

In addition, the CNVR Administrator supports the CNVR team with administrative and coordination activities, including drafting and delivering official letters, contracts, and other relevant documents to government agencies and other stakeholders. The position also coordinates with relevant teams, agencies, and system providers responsible for SDF-designated data recording and reporting systems, and follows up on and resolves related issues.

## Key Responsibilities:

### 1. Data Management and Reporting

- Collect, consolidate, and verify daily CNVR data from all SDF Mobile Teams, SDF-funded grantees, and external CNVR projects across Thailand.
- Check the accuracy, completeness, and consistency of submitted data and follow up with relevant teams to resolve discrepancies or missing information.
- Maintain and update CNVR data across relevant platforms and systems, including Microsoft tools, GPS/map applications, and other systems designated by SDF.
- Coordinate with relevant teams, agencies, and system providers responsible for SDF-designated data recording and reporting systems, and follow up on and resolve any technical or data-related issues to ensure accurate and timely data management and reporting.
- Monitor data recording and reporting systems on a daily basis and report any technical or data-related issues to the CNVR Director.

- Prepare and submit monthly CNVR reports, financial reports, and other required monthly reports in accordance with the formats, templates, and reporting requirements specified by SDF.
- Support the collection and consolidation of relevant CNVR data and assist in preparing summaries and reports for Mobile Clinic Managers.
- Follow up with relevant teams and stakeholders to obtain any information required for the completion of monthly reports.
- Ensure that all required monthly reports are completed accurately and submitted within the specified deadlines.

## **2. Mobile Team Coordination and Scheduling**

- Liaise with Mobile Clinic Managers and the CNVR Logistics Manager to maintain and update Mobile Team plans and schedules.
- Provide weekly updates on Mobile Team schedules and activities to relevant SDF staff, including HOD, Senior Management, Marketing/PR, and other departments, and prepare regular reports for senior management to support planning and decision-making.
- Communicate relevant schedule updates to partners and external stakeholders, including BMA, DLD, DDC, DLA, universities, NGOs, and other relevant organisations.
- Respond to enquiries and provide relevant information to individuals or organisations contacting SDF, and assist with coordination or refer enquiries to the appropriate organisation or relevant department as necessary.
- Follow up with Mobile Teams and relevant stakeholders to ensure that required information, reports, and documentation are submitted on time.

## **3. Government and Stakeholder Coordination**

- Draft official letters, correspondence, contracts, and other relevant documents in Thai and English.
- Coordinate with relevant government agencies, including DLD, BMA, DDC, DLA, and other government authorities, as well as external stakeholders such as universities, VPAT, NGOs, and other partner organisations.
- Arrange meetings and coordinate appointments between the CNVR Director and relevant government agencies, partners, and stakeholders.
- Support the CNVR Logistics Manager with the preparation and submission of administrative documents, including staff accommodation contracts, contract renewals, and related documentation.
- Maintain organised and up-to-date records of official correspondence, contracts, signed documents, and stakeholder communications in the designated filing system.

## **4. Survey Data Management and Reporting**

- Collect, consolidate, and maintain data from surveys and assessments related to the CNVR Programme, as assigned by the CNVR Director or CNVR management.
- Review survey data for completeness, accuracy, and consistency, and follow up with relevant teams or surveyors where clarification or additional information is required.

- Summarise and analyse survey results and prepare reports, tables, charts, or other supporting materials as required.
- Prepare summaries of all assigned surveys related to the CNVR Programme in accordance with SDF's required formats, templates, and reporting guidelines.
- Maintain organised records of survey data, results, and supporting documents for future reference, monitoring, evaluation, and reporting purposes.
- Support the CNVR team in compiling survey findings and presenting key results to the CNVR Director, HOD, management, partners, and other relevant stakeholders.
- Ensure that assigned survey summaries and reports are completed accurately and submitted within the required timelines.

#### **5. Financial and Administrative Support**

- Manage petty cash and support the preparation and submission of purchase requests (PRs) for SDF Mobile Teams, as required.
- Collect and verify receipts, invoices, and other supporting documents related to petty cash and Mobile Team expenses, and submit all complete documentation to the SDF's Accounting Team.
- Consolidate and summarise monthly financial information and expenses for current and planned SDF Mobile Teams.
- Liaise with the Finance and Accounting teams regarding financial documentation, payments, and other administrative matters as required.

#### **6. General Responsibilities**

- Identify, follow up on, and help resolve operational, administrative, and data-related issues affecting CNVR activities, escalating significant issues to the CNVR Logistics Manager or CNVR Director when necessary.
- Maintain confidentiality and ensure the appropriate handling of CNVR, financial, staff, and stakeholder information.
- Represent Soi Dog Foundation and/or the CNVR Programme at meetings, conferences, workshops, exhibitions, and other important events as assigned, including other official duties, and travelling on behalf of the organisation when required.
- Work collaboratively with the CNVR team and other SDF departments to support the smooth and effective implementation of the CNVR programme.
- As a member of the Soi Dog Foundation team, provide support for other reasonable duties and responsibilities as required, including tasks outside the scope of this job description when necessary to support organisational objectives.

**Department and Supervisor:** CNVR Thailand 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, 40 hours per week with two days off. Employee may start and finish work different times depending on their duties as directed by their manager.
- 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

**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](mailto:hr@soidog.org)

Short-listed candidates will be notified by email.