# Job description: IDPC Programme Officer

**Reports to:** IDPC Regional Director: Asia

**Purpose:** To provide support for the IDPC regional work programme in Asia. To contribute to the smooth running of the work of the IDPC office in Bangkok through providing programme, financial, administrative, logistical and translation support.

To support engagement with IDPC members, partners and government contacts, especially those in Thailand.

**Location:** IDPC office – Bangkok, Thailand

**Type of contract:** Short-term contract up to 11 months, full time

**Commencement date:** February - March 2020

**Please note we can only accept applications from individuals who have the right to live and work in Thailand.**

**Responsibilities:**

1. ***Programme support: Financial management and Administration***
2. To be responsible for the administrative duties and tasks within the IDPC Bangkok office, including set up and maintain orderly and user-friendly filing and online record-keeping systems.
3. To support IDPC financial processes, including administration of payments, and maintenance of accurate financial records for IDPC , and provide financial information to IDPC team members as and when required.
4. To carry out project reporting, including completion of quarterly and annual reports that cover financial and programme activities, in accordance with project requirements which may entail liaison with external partners.
5. To source cost-effective suppliers for IDPC and liaise with suppliers on behalf of IDPC (couriers, printers, IT support etc) and coordinate and deal with all deliveries and collections
6. To manage travel and logistics for IDPC events and meetings, including arranging flight and hotel bookings, and sourcing venues for events.
7. To systematically read and respond to e-mails and other written messages received, and deal with all queries either by telephone or email, in an informed and appropriate manner, including by forwarding all messages efficiently to the responsible people.
8. To maintain all general office equipment and arrange for adequate servicing and repairs.
9. ***Policy and Communications Support***
10. To support media engagement and communications work, including cultivating profile of IDPC work online and in social media, and collation and dissemination of the weekly Asia News Digest.
11. To provide support around the coordination and management of the publication of IDPC documents, which may include following up with contributors, editing content, and coordinating design and printing issues.
12. To arrange for the translation of key IDPC documents into multiple languages, primarily from English into Thai and vice versa. This may include undertaking some of the translation work or sourcing cost-effective means of translation.
13. ***Networking***
14. To represent IDPC at external events and meetings, including by assisting with interpretation where necessary during meetings conducted in Thai.
15. To support the development and expansion of the IDPC membership in the Asian region. This includes creating and maintaining contact databases.
16. ***Other tasks***
17. To support the IDPC team in the financial aspects of fundraising proposals.
18. To undertake any other relevant tasks that may from time to time be reasonably required.

**Experience & Qualifications:**

***Essential:***

1. Demonstrable experience and/or interest of issues relating to human rights, public health, HIV/AIDS and harm reduction, criminal justice and law reform as it relates to drug policy in Asia
2. Demonstrable project and financial management skills with experience of managing budgets, expenditures and project and financial reporting to donors
3. Excellent interpersonal, representational and communications skills, especially in developing and sustaining relationships with a wide range of stakeholders in a professional and courteous manner at all times
4. Excellent organisational skills with attention to detail
5. Strong problem-solving skills along with the ability to work independently
6. Ability to multi-task and manage competing priorities, including those that arise on an ad hoc and urgent basis
7. Excellent spoken and written English and Thai language skills

***Desirable:***

1. Strong capabilities in policy research, analysis, and writing
2. Experience working on strategic social media communications

**Please send a completed application form to Daisy Bowdery (****dbowdery@idpc.net****) by 5pm Monday 3 February 2020 (Bangkok time).**