# Job description: IDPC Programme Officer

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

**Purpose:** To support implementation of the IDPC regional work programme in Asia, by completing financial, administrative, logistical, translation and communications tasks. To support engagement with IDPC members, partners and government contacts, especially those in Thailand.

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

**Location:** Bangkok

**Type of contract:** 12 month contract, full-time, with 3 months probationary period

**Responsibilities:**

***Financial management and Administration***

1. 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.
2. To support IDPC financial processes, including administration of payments, maintenance of accurate financial records for IDPC, and provide financial information to IDPC team members as and when required.
3. To carry out regional project reporting, including producing financial templates, completing quarterly and annual reports that cover financial and programme activities, coordinating annual audits in accordance with project requirements which entail liaison with external partners from multiple countries in Southeast Asia.
4. 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.
5. To manage travel and logistics for IDPC events and meetings, including arranging flight and hotel bookings, and sourcing venues for events.
6. To systematically read and respond to emails and other written messages received, and deal with all queries either by telephone or email in an informed and appropriate manner, forwarding all messages efficiently to the responsible people.

***Policy and Communications Support***

1. To support media engagement and communications work, including updates on drug policy developments, cultivating profile of IDPC work online and in social media, and collation and dissemination of the weekly Asia News Digest.
2. 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.
3. 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.

***Networking***

1. To represent IDPC at external events and meetings, including by assisting with interpretation where necessary during meetings conducted in Thai.
2. To support the development and expansion of the IDPC membership in the Asia region. This includes creating and maintaining contact databases and updating members on developments.

***Other tasks***

1. To support the IDPC team in the financial aspects of fundraising proposals.
2. To undertake any other relevant tasks that may from time to time be reasonably required.