



## PR/117788 | Assistant to HR Advisor (OD)

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1553872

**Industry**

Education

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

August 5th, 2025 10:35

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Assistant to HR Advisor (OD)

Location : Pahumthani

Working Hours : Mon-Fri (8:30-17:00)

#### Core Duties and Responsibilities

##### 1. Organizational Development (OD)

- Contribute to the design and deployment of organizational structures and systems that improve academic and operational efficiency
- Develop OD initiatives that encourage innovation, scholarly excellence, and cross-functional collaboration
- Lead change management efforts for key strategic projects, such as structural reorganization, digital innovation, and accreditation preparations

##### 1. Faculty and Staff Development

- Organize professional learning programs for faculty (e.g., teaching advancement, research capability, leadership) and staff (e.g., tech proficiency, service quality)
- Collaborate with academic units to align development pathways with institutional competencies

- Evaluate development initiatives through performance metrics, feedback, and data analysis

#### 1. Performance and Talent Development

- Support the rollout of tailored performance management systems for all staff categories
- Manage annual appraisal cycles and create tools like evaluation rubrics, feedback templates, and performance documentation
- Partner with departments to identify emerging talent and co-develop succession and career development strategies

#### 1. Employee Engagement and Cultural Enhancement

- Design and implement feedback mechanisms, engagement surveys, and programs that strengthen campus culture
- Assist in fostering a creative, inclusive, and growth-oriented work environment
- Champion internal recognition initiatives and branding aligned with university values

#### 1. HR Data Analysis and Reporting

- Leverage HR data to inform workforce strategies and operational decisions
- Generate reports on training uptake, engagement levels, staff turnover, and competency trends for internal use and accreditation purposes

#### ???? Required Qualifications

- Bachelor's or Master's degree in HR, Psychology, Business Administration, or a related discipline
- Minimum of 3 years' experience in Human Resources, particularly Organizational Development or related functions
- Deep understanding of performance management, OD strategies, and adult learning principles
- Strong skills in communication, facilitation, and managing stakeholders
- Competency in using Microsoft Office and HR platforms (e.g., LMS, HRIS)
- Able to work autonomously and collaboratively across different teams

#### ???? Preferred Credentials

- Hands-on experience in organizational change or transformation projects
- Certifications in HR tools and frameworks (e.g., Coaching, StrengthsFinder)

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## Company Description