



# Norwegian People's Aid

46 Sathorn 9 Sathorn Tai Road, Kwang Yanawa, Khet Yanawa, Bangkok 10120

## JOB VACANCY

<b>Position:</b>	Humanitarian Programme Manager (Local Position)
<b>Number of Position:</b>	One
<b>Deadline for Applications:</b>	11 April 2025
<b>Duty Station:</b>	Regional Office, Thailand, Bangkok.
<b>Length of Contract:</b>	Initially 3 month – with 1 year extension
<b>Start Date:</b>	As soon as possible
<b>Announcement Date:</b>	25 March 2025

### Background

Norwegian People's Aid (NPA) was founded in 1939 as the labour movement's humanitarian solidarity organisation with approximately 14,000 members in Norway and a total of about 2,500 employees working in more than 30 countries around the world. NPA's core areas are International Development, Humanitarian Assistance, Humanitarian Mine Action and Disarmament, First Aid and Rescue Services and International Solidarity, Anti-Racism & Inclusion.

NPA works with local partner organizations in humanitarian response and uses its own operational capacity as a leading mine action operator to provide protection against explosive weapons. Where there are few viable local alternatives for urgent response, we also provide direct humanitarian assistance.

NPA is seeking a highly motivated and experienced **Humanitarian Programme Manager (HPM)** who will be responsible for the management and development of NPA's humanitarian programmes.

This position is based in the Bangkok Regional office and will require regular travels in the country.

The HPM will collaborate with other NPA departments, under the leadership of the Country Director. The HPM is expected to abide by highest morale and ethical standards, enjoy working as part of a multi-cultural team, while having a significant background in humanitarian responses in the region and successful track record in fundraising and donor's liaison.

### Responsibilities:

#### Project management

- Oversee and further develop NPA's humanitarian projects (including Conflict Protection and Explosive Ordnances Risk Education).
- Ensure that projects are based on needs, are relevant, effective and efficient in maintaining human dignity and alleviate the suffering of people in need.
- Budget management, including budgeting, monitoring, and reporting.
- Support in the development of tools and methodologies to mainstream gender, inclusion, environment, accountability, conflict sensitivity and Do No Harm.
- Support and ensure the development, implementation, and maintenance of IM systems, tools and field reporting mechanisms in coordination with HO.

#### Operations:

- Prepare plans to provide adequate Capacity Building to humanitarian partners.
- Contribute to the overall internal control of the programme, including adherence to the NPA Anti-Corruption Policy.

- Ensure adequate risk management, including the financial and operational risks and security management perspectives.

**Resource Mobilization:**

- Develop proposals and budgets, and reports in line with NPA standards and donor requirements.
- Identify opportunities and engage with donors to increase the Humanitarian Programme budget and donors base as one key priority.

**Internal Coordination:**

- Contribute to the implementation of the Myanmar's country strategy and support the CD, and management team with relevant context and political analyses.

**External Coordination:**

- Develop and strengthen the cooperation with relevant, legitimate stakeholders on NPA's humanitarian work.
- Build constructive relationships, and coordinate with wider, relevant humanitarian stakeholders in Thailand (and potentially in the Region).

**Perform any other necessary duties when requested by the Country Director.**

**Required qualifications:**

- **Thai Nationality Only.**
- Minimum bachelor's degree in social science/humanities, international development, or similar disciplines.
- Ability to act independently to identify and analyze problems and recommend effective solutions.
- High level of both spoken and written English.
- High level of social communication skills and good skills in teamwork.
- Good knowledge of ICT tools and technology.
- Keenness to engage provide the best possible support to the organisation and its partners.
- Flexibility and positive attitude with a good sense of humour!

**Experience:**

- The applicant must have at least 5 years of relevant work experience.
- Former experience of successful resource mobilization and donor relations management.
- Experience of working in a conflict sensitive manner with partners.
- Proven experience in designing, organizing, and implementing training, capacity development, and/or awareness raising activities.

**Submission of Application:**

- Applications shall be in English.
- A cover letter expressing the motivation to work for this specific position.
- Updated CV including contact details, education and professional experiences and qualifications.
- **Kindly send via e-mail to:** [recruitments.ro.bangkok@npaid.org](mailto:recruitments.ro.bangkok@npaid.org)

Please note that applications received after the deadline will automatically be discarded and only short-listed candidates will be contacted.