

# Deputy Director

23 January 2023



**Starting Date:** 1st of March or as soon as possible

**Length of Contract:** 10 months (until 31st of December, 2023) with the possibility of an extension

**Salary Range:** 40,000 THB to 45,000 THB/month based on qualifications

**Type:** Full Time

**Location:** Mae Sot, Thailand

**The deadline to apply:** 15 February 2023

## BACKGROUND

Help without Frontiers ([www.helpwithoutfrontiers.org](http://www.helpwithoutfrontiers.org)) is an NGO that was established to provide aid, help and relief to Burmese refugees and migrants in Thailand and Myanmar.

Since 2002, Help without Frontiers (HWFTH) has provided support along the Thai-Myanmar border to displaced people who find themselves in emergency situations from which they are unable to escape without assistance; most of them are children and youth, and we give them a chance for a better and brighter future.

At Help without Frontiers we focus on five core areas: Education; Youth Empowerment; Child Protection; Health; Emergency Response.

## VISION

All people from Myanmar have access to education, healthcare, protection, and opportunities for social participation.

## MISSION

Help Without Frontiers aims to promote, develop and ensure access to education, participation, protection, and relief assistance for vulnerable people from Myanmar on the Thai-Myanmar border.

## ROLE PURPOSE

The Deputy Director will be responsible for overseeing the Finance, Fundraising, HR and Logistic functions, and supporting the Director in driving the programmatic goals and acting as a key representative for the organisation.

## REPORTING LINES

Reports to the Director

The post holder works in close coordination and cooperation with the Finance and the Managers team of Help without Frontiers.

## **Key responsibilities**

### Organisation

- Implement operational strategies as per the organisation's strategic plans
- Assist Director in representing HWFTH at all major functions run by HWFTH and partners, including network meetings and conferences
- Assist in programme development and delivery
- Assist and participate in regular programme, staff and board meetings

### Finance

- Work closely with Finance Manager on HWFTH's annual plan, budget and year end process
- Oversee budget management, internal and external reporting, and work with programme teams to prepare and manage their budgets
- Oversee internal audit checking, liaise with external auditors and ensure recommendations are implemented

### Human Resources

- Develop and implement HWFTH's HR strategy including staff training, succession plans and staff wellbeing.
- Oversee adherence to HR policy, and assist Managers and teams in HR processes, such as recruitment, performance management, evaluation and disciplinary action

### Fundraising

- Oversee development and implementation of fundraising strategy
- Assist Fundraising team in fundraising activities
- Oversee the management of all grants and donor communication
- Host and liaise with donors / potential donors

### General Operations

- Oversee all general admin and logistic functions
- Liaise with government agencies on HWFTH's status (non-profit) requirements
- Ensure all HWFTH policies are revised regularly

## **Required qualifications**

- Fluency in Thai is required for this position. Thai nationals are encouraged to apply.
- Professional working level of English is also required.
- University degree in humanitarian development, business development or relevant field
- At least 10 years' experience in programme support, with at least 3 years at a manager level, preferably in a humanitarian setting
- Experience of project finance and accounting of multi donor-funded programs
- Excellent computer software skills in MS Excel, Word, and accounting software
- Excellent communication skills, both oral and written
- Accountability and the ability to deliver on agreed tasks to a high standard
- Experience in providing support to colleagues working on thematic projects.

Help Without Frontiers has a strong commitment to Safeguard all individuals participating in HWF's activities and programs. HWF has Zero-tolerance for abuse and all programs and activities are designed based on the principles of Do not harm and the Best interest of the child. In order to reflect this commitment, our selection process includes background checks, interviews, and reference checks specifically in the area of Child Protection and crimes of sexual nature.

Help Without Frontiers encourages all qualified candidates without distinction on grounds of ethnicity, colour, sex, age, religion, disability, sexual orientation and gender identity to apply.

**Qualified candidates should submit:**

CV, cover letter, and contact information for 3 references, with one being your current/last employer (all documents in English) to [recruitment@helpwithoutfrontiers.org](mailto:recruitment@helpwithoutfrontiers.org) with Subject line: Deputy Director

*Only shortlisted applicants will be contacted.*