

Project Officer (DSI) 1 positions (Job Advertisement)

Database Officer (1 Position)

Closing date: 15 January 2025 (The recruitment is urgent; HI reserves the right to hire somebody before the deadline)

Handicap International that runs its program under the operating name Humanity & Inclusion (HI) seeks for **Project Officer (DSI) is based in Mae Sot office under the supervision of the DSI Project Manager, based in Mae sot, Thailand.**

HI is engaged in an employment policy in favour of employees with disabilities.

HI reserves the right to not accept applications submitted after the deadline. Only shortlisted candidates will be contacted for testing and an interview.

PROJECT HISTORY

Handicap International, now operating under the name Humanity & Inclusion (HI), is a non-profit independent and impartial aid organization working in situations of poverty, exclusion, conflict and disaster. HI works in emergency, post-emergency reconstruction or rehabilitation, chronic crises and development settings.

HI works alongside persons with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. HI works to meet the needs and defend the rights of children, women and men with disabilities.

Since its creation in 1982, HI has gone on to work in around 60 countries worldwide, for the benefit of several million people.

In Thailand, HI started working in 1984 and currently implements activities for Burmese refugees along the Thailand-Myanmar border under three thematic areas: Rehabilitation, Disability Social Inclusion (DSI) and Explosive Ordnance Risk Education (EORE).

For more information on the organization, please see Humanity and Inclusion website: <https://hi.org/en/index> and the online presentation of the organization: <https://www.youtube.com/watch?v=3p2OWl6T3AY&t=127s>

WORKING ENVIRONMENT

HI's intervention in Myanmar and Thailand is based on 5 strategic pillars:

- **Emergency Response** – Basic Needs and Inclusive Humanitarian Action
- **Armed Violence Reduction** – EORE, Contamination Impact surveys and Victim Assistance Efforts
- **Inclusive Health** – Rehab, MHPSS, Early Childhood Development and Access to Services
- **Inclusive Preparedness** – Disaster Risk Reduction and Logistics Analysis
- **Inclusive Opportunities** – Inclusive Education and Inclusive Livelihoods

General Mission

BACKGROUND INFORMATION OF THE POSITION

Reporting to Project Manager_DSI_Thailand, the Project Officer-DSI based in Mae Sot, contributes to the implementation of the mandate and the 10-year strategy of Humanity & Inclusion in Thailand. He is responsible for implementing his project. He ensures optimal quality and the impact of the project. He works closely with the programme technical team.

JOB DESCRIPTION

Mission 1: Operational implementation

Responsibility 1 : Contribute to project planning and implementation in line with the existing frameworks.

- Contribute to planning and preparing activities, tools and the associated resources, and implement the action plan in conjunction with the support services and the technical unit.
- Ensure that activities are implemented and that resources are correctly allocated as authorized by the project manager.
- Ensure regular reporting of activities, and contribute to the internal and external reporting as requested by the project manager.
- Contribute to identifying areas of the project in which adjustments are required and put forward adaptations to the project manager.
- Contribute to the drafting of amendment requests when asked by the project manager.
- Contribute to coordination with the local stakeholders and to monitoring the partnership relationship with the project partners.
- Ensure that project documents and information are properly archived.
- Manage to recruit camp-based staff, provide capacity building and manage all the implementation of the activities.
- Contribute to budget management with manager and know how to follow up the budget.
- Manage to do the supply plan and request for the Purchase Service Request for the implementation the activities.
- Contribute to the proposal with project manager.
- Contribute to support his/her colleagues if needed. Especially, the same project team.

Responsibility 2: Contribute to project monitoring, evaluation, accountability and learning

- Contribute to project monitoring, specifically activity progress indicators and the expected outcomes.
- Contribute to project evaluations at the request of the project manager, and ensure that project evaluation recommendations are followed.
- Contribute to the setup and smooth running of accountability mechanisms.
- Contribute to project learning.
- Monitor camp-based staff capacity and activities to ensure the quality of training and activities.

Responsibility 3: Ensure project data management

- Ensure that the appropriate data collection and management tools are in place and are used correctly on the project, in line with global standards.
- Collect and compile project-related data in the relevant database.

Responsibility 4: Contribute to the coordination of project teams

- As authorized by the project manager, facilitate coordination meetings between the project teams and the support services located in the area when necessary.
- Ensure that the project teams and the support teams (shared and technical services, in particular) work well together in order to facilitate the implementation of the project in the country.
- Collaborate with Rehab team in the same area.

Responsibility 5: Contribute to other team members' communication

Logistics:

- Prepare and compile a draft of Purchase and Services Request (PSR) from all 9 camps and partners on a monthly basis.
- Support the preparation draft of Seminar Training Request (STF), training agenda, and activity fact sheet.
- Ensure regular coordination with the logistics team to ensure all materials are delivered to camps.
- Ensure updated/monitoring stock inventory in collaboration with project officers and the logistics team.
- Support project manager in preparing the movement planning of project team, technical, and consultants when needed.

Financial:

- Communicate with other project officers for their monthly expenses and follow-up with logistics for the purchase expenses. Follow-up budget.
- Coordinate with the Accounting Officer and Technical Project Officers to ensure the delivery of Camp-based staff indemnity on a monthly basis
- Support project manager with the budget follow up and budget management.

Communication:

- Translate the documents to Burmese language.
- Validate the IEC tools before sending to logistics.

Mission 2: Emergency Preparedness and Response

- Contribute to the programme's emergency preparedness initiatives, and in an emergency situation, adapt his working arrangements in order to contribute to an effective humanitarian response from HI.

It is expected the position holder will perform any other duties as required by the Line Manager that are commensurate with the position.

Due to developing situation in the project areas and nature of the programmatic response, the position holder's responsibilities may evolve as per programmatic needs.

Specific Skills

Education

- A first level University degree (Bachelor's Degree or equivalent) in Community Development, Social work or related subjects from a recognized University.

Experience

- 1 year of professional experience with INGO or UN Organization or Humanitarian Sector.
- Experience in the field of (Communitu Social Worker) programming
- Practical experience in working with vulnerable groups and local authorities.
- Good experience in training/capacity building.

Language Skill:

- Proven in written and spoken English
- Autonomous in spoken Thai
- Autonomous in written and spoken of border ethnic languages is appreciated

JOB CONDITIONS:

Local work contract, fixed duration contract (potential to be extended)

We offer also: nice working environment such as 21 days of annual leave per year, 15 days of public holidays, 5 days special leave for family event, Social Security & Worker Compensation Fund, Group life & health, phone card credit, 13th month bonus, seniority of 1% after the 1st year of employment and training possibilities.\

Start preferably: As soon as possible.

How to apply: In the subject line of the email please write **“Project Officer (DSI)”**

IMPORTANT: In the content of the CV please outline responsibilities and tasks from previous & current work, volunteer experiences and training received.

Please send all applications (Cover letter, CV, Thai ID Card, Educational certificate, training certificate) to: recruitment@thailand.hi.org

Only candidates who passed the & Administration selection will be taken into consideration for a technical assessment and will be afterwards notified of the final decision. Selected applicants may be invited for an interview. HI reserves the right to contact the applicants for further information before the final selection of the selection committee.

Handicap International encourages qualified persons with disabilities or chronic illness and women to apply.

HI is committed to protecting children and vulnerable adults from harm. Employment is subject to HI

protection standards including background checks and adherence to HI protection policies (Child protection, PSEAH), Fraud and corruption and Code of Conduct.

All information shared by the applicants remain confidential.

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