

Project Agent (EORE) (Internal and External Job Announcement)

Project Officer (EORE) (1 Position) (only Thai ID card and Thai ID 10 years card)

Closing date: 3 June 2024 (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 (EORE) is based in Mae Sot office under the supervision of the Project Manager (EORE), 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 Thailand has three main pillars of intervention within the Myanmar/Thailand Program:

- Armed Violence Reduction (AVR) including Explosive Ordnance/Mine Risk Education,
- Inclusion of persons with disabilities with Disability Social Inclusion (DSI), with a MHPSS component,
- Health with project covering physical and functional rehabilitation.

OBJECTIVES OF THE POST

The Project Agent (EORE) is based in Mae Sot office, to support project officer for follow up materials and supplies which requested to logistic, check materials and supplies items received from Log. and prepare the camps by coordinate with admin. Team and sending the materials in 9 camps. She/he works under the supervision of the EORE Project Manager to support the implementation of the EORE project.

Missions/responsibilities (*)

Mission 1: Operational implementation

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

- Contribute to and support awareness-raising activities together with project officers (preparation, celebration day)
- Ensure regular reporting of activities, and contribute to the internal and external reporting as requested by the project manager.
- Contribute to coordination with the local stakeholders and to monitoring the partnership relationship with the project partners.
- Regularly communicate with Project offices to ensure the materials needed for project activity for each camp including the implementation through partners.
- Contribute to planning and preparing activities materials needs to transport to the camps.
- Ensure regular coordination with the logistics team to ensure all materials are delivered to camps.

Responsibility 2: To support the implementation and monitoring of the project activities

- Contribute to project monitoring, specifically the quality of materials and supplies received from Log, the materials and supplies transported to the field on time as project officers requested.
- Contributes to the planning of its activities and weekly movement in the intervention areas.
- Assist the project offices in each base/camp in the implementation of their activities
- Participate in the assessment of the need of the beneficiaries and the project.
- Assistance in the proper maintenance (collection and archiving) of documents related to the project activities
- Facilitate the link between HI and local authorities
- Ensure the proper use of material resources in its activities
- Regularly collect data on the implementation of its activities
- Contribute to the setup and smooth running of accountability mechanisms.
- Contribute to project learning.
- Provide recommendations to improve EORE/CPA activities under area of responsibility, and channels feedback from beneficiaries to the EORE PM

Responsibility 3: Support project's Logistical and material resources

- To submit monthly purchase supply request and ensure regular follow up
- To cooperate with logistics in the procurement process and dealing with supplier
- Arrange project's expenditures, logistical and material resources
- Arrange accommodation and travel of technical persons visiting to project
- Prepare and compile a draft of Purchase and Services Request (PSR) from all 9 camps and partners in a monthly basis.
- Ensure updated/ monitoring stock inventory in collaboration with Project officers and the logistic team.

- Ensure that activities materials and supplies are transported and that materials and supplies are correctly allocated as authorized by the project manager.
- Support the project manager in preparing the monthly movement plan for project team
- Ensure that project documents and information are properly archived

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.
- Collect and archives data on EO-CPP sessions using correct tools (e.g. Survey CTO, headcount worksheets)

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.
- Ensure updated external stakeholder mapping of local authorities, leaders and other parties in area of operations
- Proactively contact relevant individuals, organizations and networks to organise EORE/CPP sessions
- Suggest potential networks, groups and individuals to be trained as community focal points, as well as humanitarian actors, NGOs and CSOs to receive EORE/CPP
- In collaboration with other HI internal departments, participates in the referrals' pathway of affected populations both internally and externally
- Participates in relevant Program meetings (general program meeting, general site meeting, EORE team meeting)
- Contributes to the development of projects related to EORE.

Responsibility 5: Contribute to external project communication

- Contribute to HI's external influence by taking part in networks, when required.
- Communicate about the project to partners, authorities and stakeholders when relevant.

Mission 2: Emergency Preparedness and Response

- Contribute to the programmes's emergency preparedness initiatives and in an emergency situation. Adapt his/her 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.

Duty Station : Mae Sot
Line Manager of the position holder : Project Manager (EORE)

Position holder is Line Manager for : **Partners (teachers and community worker)**

Position holder is technical referent for : **N/A**

The incumbent will need frequent travel to the field.

Qualification Required

Academic Qualification

- Post ten (Completed High school) is required and Preferable in Bachelor degree in community development, Social Work, or related with the field experience subjects form a recognized University.

Experience

- Minimum 2-year experience with NGO's or grassroots organization implementing activities in camps is required.
- Experience with internship, freelance, and volunteers in organization or foundation organizations.
- Practical experience in working with vulnerable groups and local authorities would be highly preferable.
- Practical Good Experience in logistic and administration is preferable.
- Good experience in Meeting (camp level, Thai authority and partners)
- Experience in coordinating with stakeholders is an advantage.
- Proficient in MS office package is mandatory.
- New graduated students are an advantage.

Cross Cutting Skills

- Good skills in on-the-job training to filed workers/community workers.
- Good skills on problem solving, negotiation, advocacy or lobbying.
- Good skills or knowledge on social behaviour change communication.

Behavioral Skills:

- Positive thinking/open mind to learn the new things.
- Flexibly
- Communication
- Team work spirit
- High commitment/belief of the philosophy on the community development and work with the grassroots people.

Language skills

- Fluency in written, Oral in Thai and good in English language is required.
- Knowledge of Karen or Burmese language is an advantage.

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: 1st July 2024 or earlier

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

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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