

Project officer Internal and External Job Advertisement

Project officer (1 Position)

Closing date: 14 June 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 is based in Mae Sot office under the supervision of the Emergency 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

Main objective of the position and Responsibilities:

Reporting to the Project Supervisor, the Project Officer contributes to the implementation of the mandate and the 10-year strategy of Humanity & Inclusion in the country where s/he is based. The project officer contributes to the implementation of his/her project, ensuring the optimal quality and the impact of the project.

S/he works closely with the programme technical team to provide capacity building for partner organizations and provide EORE sessions to the communities in displacement areas along Thai – Myanmar Border, including hard-to-reach areas. His/her mission is to implement the project activities in line with the project proposal, HI's technical frameworks and international standards related to MHPSS.

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 in line with humanity and inclusion frameworks and donor requirements.
- Ensure regular reporting of activities and contribute to internal and external reporting as requested by the project manager.
- Contribute to identifying areas of the project in which adjustments are required and 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.
- Ensure that the IE relative capacity building and strengthening trainings and activities are implemented and that resources are correctly allocated as authorized by the project manager.
- Ensure regular reporting of activities and contribute to internal and external reporting as requested by the project manager.

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.

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 when necessary.
- As requested by the project manager, contribute to the project-related coordination meetings.
- 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.

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 programme's emergency preparedness initiatives, and in an emergency situation, adapt his/her working arrangement 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 and volatile situation in the project areas and nature of the programmatic response, the position holder's responsibilities may evolve as per programmatic needs.

Other skills

Management skills

- Being capable of helping team members to progress: developing the staff's ability to work autonomously
- Knowing how to position oneself so things can move forward
- Knowing how to simplify and prioritize
- Proven managerial skills (management of drivers, guards and cleaner)
- Excellent organizational skills
- Very strong interpersonal skills: strong communication and diplomatic skills
- Initiative, Practical and problem-solver

Job requirement

Education

- University graduate (Social sciences, development studies, and other relevant experience fields linked with the expectations of the position) is preferred.

Experiences

- At least 2 years of experience working in a project support and/or project implementation role in humanitarian NGO/INGO is required.
- Experience in working with partner organization is desirable.
- At least 2 years of work experience in the humanitarian context is highly desirable.
- Experience working in multidisciplinary team is required.
- Experience in the field of emergency project management and/ or in Disaster Risk Reduction programming

Language skills

- Good level in English and Thai languages, both in written and Oral is required.
- Knowledge in Myanmar Local languages is preferable.

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.

JOB CONDITIONS:

Local work contract, fixed duration contract

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: 1 July 2025 or earlier

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

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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