

Technical Officer (EORE) Internal and External Job Advertisement

Technical Officer (EORE) (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 **Technical Officer (EORE) 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

Background information of the position:

The Technical Officer (Explosive Ordnance Risk Education-EORE) is based in Mae Sot and works under the supervision of the Project Manager. The Technical Officer will work closely with the project manager and project officers to design, support and implement (EORE) activities in different projects that include EORE activities. The Technical Officer (EORE) may need to travel to various regions and locations within Thailand.

JOB DESCRIPTION

Main objective of the position and Responsibilities:

The Technical Officer-EORE will design, organize and manage the EORE activities in Thailand, under multiple projects and grants. The Technical Officer will lead the EORE technical work of HI in Thailand, working across the three pillars of intervention in line with the HI global approach to EORE. The Technical Officer will provide technical guidance and support to Partners, Project Officers and community mobilizers on EORE service delivery. The Technical Officer will liaise with other stakeholders and contribute to the development of EORE components for future project proposals.

Mission 1: Providing specialized expertise in the form of policy guidance and technical support to projects, partners and/or programs in accordance with the technical frameworks and general standards of his/her sectoral or cross-cutting scope

- Provide appropriate technical guidance and support to project leaders, partners and/or specialists.
- Performs technical activities or ensures that project(s) activities are implemented in accordance with internal quality and technical standards and suggests improvements as necessary.
- Adapt the project's technical documentation as required, in accordance with global technical standards.
- Coordinate and collaborate with the project's technical partners, as delegated by the specialist or project manager.
- Propose research and study topics, conduct research if necessary and supervise data collection.
- Contribute to the writing of new proposals for new opportunities within its technical scope.
- Produce policy guidance for the countries to participate to the design.

Mission 2: Providing project-based technical learning with a global impact

- Ensure Global and Field Technical Specialists get the information they need and collaborate with technical divisions as needed.
- Coordinate with headquarters to ensure adequate capitalization to improve sectoral method globally and collect scientific evidence; initiate or test new innovative solutions to address the main challenges of the sector.
- Contribute to technical learning under the responsibility of the Specialist or Project Manager, based on best practices.
- Anticipate and prepare for nexus adjustments in your sector.
- Contribute to the terms of reference for evaluations.

Mission 3: Ensuring the internal technical training of his/her sector or on cross-cutting themes

- Contribute to technical recruitments, in cooperation with the Field Specialist.
- Carry out the necessary technical training in his/her field.
- Contribute to the skills upgrading plan for professionals in its sector and may be a third-party assessor.
- Contribute to the development of a local talent pool within his/her sector (conducts technical interviews of candidates and makes recommendations, identifies training and coaching needs).
- Assist in coordinating technical professional development and facilitating a community of practice, in collaboration with the technical division

Mission 4: Contributing to ensure the external technical influence of HI on his/her perimeter, in close collaboration with the technical program team

- Contribute to the outreach of HI expertise: can represent HI technical expertise by delegation in relevant local, regional and international networks and with local partners.
Ensure coordination and collaboration with the project's technical partners, in cooperation with the Field Specialist.
- Relay and contribute to advocacy messages within its scope of work.
- Support writing for new project content for the continuity or expansion of the project within its technical scope.

Mission 5: Emergency Preparedness and Response Responsibilities

- Contribute to the support or implementation of emergency preparedness actions of the program(s) and, during an emergency, adapts his/her work modality in order to contribute to an effective HI humanitarian response.

1. Design, plan, monitor and implement EORE activities in HI projects in Thailand

- Ensure EORE technical quality control of projects and provide technical support and recommendations;
- Contribute to the development of new projects in Thailand, through technical EORE advice for context analysis, project design and identification of local partners;
- Guide and support Project Officers to design and implement activities;
- Ensure adequate support to multi-sector responses within projects;
- Assist the Project Manager in the formulation and development of project planning;
- Remain overall responsible at the field level for the proper implementation of EORE activities;
- Provide advice and support to Partners, Project Officers and Project Manager in the implementation of field activities related to EORE;
- Lead the development of the tools needed for implementing EORE activities and to their review and adjustment;
- Design and supervise need assessments among persons with disabilities supported by HI and identify the most vulnerable beneficiary needs.
- Support Project Managers for purchase request and efficient distribution;
- Develop satisfaction survey tools, in coordination with Project Managers, MEAL Manager, and Senior MEAL Officer;
- Contribute to projects' capitalization and ensure technical learning from projects;
- Provide inputs and technical recommendations to be used for future proposals for EORE;
- Liaise with HI Regional EORE Specialist to ensure quality of programming and alignment with HI approaches
- Ensure that his/her Line Manager is regularly informed and reported about concerns or difficulties faced at the field level.

2. Empower, build capacity and coach Partners, project officers and community mobilizers in regards to EORE.

- Provide technical leadership to ensure strong support and coordination with project teams, donors and partners for planning and implementation of technical project activities
- Contribute to recruitment of technical officers, project officers and Community mobilizers
- Build HI staff capacity to provide community services with high quality standards, in line with HI global approaches and standards.
- Support Project Managers in the training need analysis of the team;
- Develop appropriate and disability-friendly training materials and tools to be implemented at community level, in collaboration with regional EORE Specialist and Technical Unit Manager (TUM);
- Build basic EORE skills of technical officers and project staff and support their ongoing learning and implementation of competency-based skills and knowledge through coaching, mentoring,

case study analysis, in order to implement activities at the field level to the full satisfaction of the project;

- Train and support EORE community mobilizers level, monitoring the quality service by face-to-face support.
- 3. Ensure communication and coordination with stakeholders, international and local partners, and donors**
- Provide technical support and inputs, linked with requested help-desk services from donor and implementing partners
- Reinforce networks for referral of persons with disabilities who are high risk cases and ensure regular follow ups of cases in need of additional support;
- Participate and represent HI in relevant working group meetings/Forums (health, EORE, protection) at sub-national level to enhance coordination and foster good working relationship with partners
- Under the supervision of the Project Manager, with support of EORE Technical Officers, ensure the implementation of good practices and good communication;
- Assist the Project Manager to ensure that disability issues are incorporated at the field level or supported by the organization within a culture of rights-based approach;
- Maintain good internal communication, good team spirit and efficient circulation of information among HI and other stakeholders;
- Communicate the project achievements and contribute at the regular coordination meetings;
- Enhance HI's visibility in communities and stakeholders' networks;

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 positionholder'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 :

- Bachelor degree in international relations or related field is required.
- Post-graduate degree in related field is preferable

Experience:

- At least 2 years of experience in Project implementation is required.
- Prior experience in the project implementation with a focus on EORE (Explosive Ordnance Risk Education) or MRE (Mine Risk Education) is an advantage.
- Experience in working with people with disabilities in a developing country is required.
- Experience working closely in partnership with counterparts, international development agencies, non-governmental organizations, and other collaborators/ stakeholders is preferable.
- Experience working in Emergency & Protracted crisis settings is an advantage.
- Experience with developing and implementing tools for screening is preferable.
- Prior experience serving as an advisor/technical team member on a project in a developing country is preferable.
- Experience working closely in partnership with counterparts, international development agencies, non-governmental organizations, and other collaborators/ stakeholders is preferable.

Languages Skill:

- Good level in English and Thai languages, both in written and oral is required
- Knowledge of Myanmar languages is desirable.

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 “**Technical Officer (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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