

## **Project Officer (EORE) (Internal and external Job Announcement)**

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

**Closing date: 7 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 Officer (EORE) is based in Mae Sot office, and supervise the RE activities in border wide with Partners and support training of local partners and stakeholders. 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 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

#### **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.
- Organise EORE and CPP sessions, including in-person, training of trainers and Community Focal Point training
- Ensure the delivery of quality and context-specific EORE/CPP sessions to at-risk groups to motivate safer behaviour towards the threat of EO and armed attacks
- Continuously monitor changes in context and ensure adaptation of delivery of sessions according to the needs of the target population
- Support EORE PM with the development of EORE and CPP materials
- Support EORE PM with development and revision of HI SOPs
- Oversee conduct of pre and post-tests according to SOPs
- Provide recommendations to improve EORE/CPP activities under area of responsibility, and channels feedback from beneficiaries to the EORE PM

#### **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 archive data on EORE/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 from 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.
- Good Experience in training/ capacity building is preferable.
- Good experience in Meeting (camp level, Thai authority and partners)
- Experience working with Mine Risk Education is preferable.
- Experience in facilitating and implementing awareness raising campaigns/events is an advantage.
- Experience of working with youth on recreational activities is an advantage.
- Experience of working with Self Help Groups (marginalized group).
- Experience in coordinating with stakeholders is an advantage.
- Proficient in MS office package is mandatory.
- New graduated students is an advantage.

### **Cross Cutting Skills**

- Good skills in on-the-job training to field 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 both Thai and 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, 13<sup>th</sup> month bonus, seniority of 1% after the 1<sup>st</sup> 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 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](mailto: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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