

Facility Supervisor (Job Advertisement)

Facility Supervisor (1 Position) (only Thai ID card and Thai ID 10 years card)

Closing date: 1 August 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 **Facility Supervisor is based in Mae Sot office under the supervision of the Thailand Logistics 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:

Reporting to the logistics manager, the facility supervisor ensures the efficient management of services to HI personnel for the country under his/her responsibility. S/he is the point person for the logistics manager and as such informs the line manager of any problems that fall within the remit and suggests solutions.

The facility supervisor ensures the optimal management of office premises and facilities, vehicle fleets, equipment, IT and travel management.

S/he is a key player in the rollout and implementation of HI's logistics standards, which consists in reworking the positioning of logistics at HI and affirming the professional development principle.

S/he participates actively in the phased reorganization of HI in the field as part of the ROOTS project.

JOB DESCRIPTION

Main objective of the position:

The facility supervisor is based in Maesot. The position may need to travel to the fields.

S/he is in charge to ensure that HI premises, facilities, vehicle fleets, equipment are monitored and maintained in compliance with HI's internal regulations.

S/he supervises drivers, guards and cleaner. S/he's in charge to follow-up ICT equipment and provides technical support to HI employees.

S/he is in charge to book flight tickets, venue and accommodation for staff travel, meeting/seminar.

Mission 1 : Management

Reference document: https://hinside.hi.org/intranet/jcms/pl1_2644589/en/manager-missions-2021-en Manager as a role model: embodies HI's values on a daily basis.

- Manager as coach for meaning: understands the strategy, makes it explicit, translates it into operational objectives for his or her team, leads the necessary changes. Gives meaning to each management action. Encourages inter and intra departmental exchanges of practice. Encourages innovation and risk-taking.
- Operational manager: organizes the operational management of the team, structures the work around identified processes, steers performance and facilitates the resolution of problems.
- Manager 1st HR & Coach: contributes to the development of the staff, creating the conditions for their commitment, professionalism and attachment to HI. Ensures compliance with the code of conduct of institutional policies, the state of mind and the expected individual and collective behaviour

Mission 2 : Participates in the definition of the logistics section of the StratOp and implements the action plan for facilities management

- STRATOP: contributes towards the drafting, revision and implementation of the Operational Strategy (StratOp) within the logistics field of activity and geographical area and in line with objectives;

- RISKS: produces and updates the risk map for the area of responsibility and proposes and implements corrective mitigation measures;
- INCIDENTS: produces incident reports for the sphere of responsibility;
- INDICATORS: produces and compiles the data in the facilities, equipment, vehicle fleets management dashboard for the geographical area;

Mission 3 : Deploys HI's standards and contributes to it expertise and accountability within his or her remit:

- STANDARDS: applies HI standards for the entire professional field with regard to policy, processes and tools;
- LOCAL ADAPTATION: participates in adapting and contextualizing these standards to meet local conditions and regulations;
- INTERNAL CONTROL: implements internal control in his or her fields of activity;
- ACCOUNTABILITY: applies internal rules and the rules of institutional donors in the fields of activity

Mission 4 : Operational implementation of logistics

4.1 Diagnostic phase – Contextual analysis:

- Participates in analyzing the programme's logistics context (evaluation of logistics capacities, table of logistics problems);
- Evaluates the capacities of the available and mobilizable resources (human and material).

4.2 Design phase – Resources planning:

- Identifies the material resources necessary for ensuring the project's feasibility;
- Participates in structuring the human resources concerned by facilities management, office premises, vehicle fleets, equipment, IT and travel management
- Designs an adapted transport plan for each project (costs, quality, deadlines);
- Establish the project's activity schedule;
- Define the material resources necessary for ensuring the project's feasibility;
- Structures the human resources concerned

4.3 Launch phase – Resources planning:

- Plans all the means necessary for the optimal management of office premises and facilities, vehicle fleets, equipment, IT and travel management in the logistics fields of activity and geographical areas
- Defines transport strategy and plans;
- Plans all the means necessary for the movement of persons during the project period

4.4 Implementation phase - Coordination:

- Evaluates and adjusts the resources and their distribution according to the needs.
- Ensure management of office premises and facilities, vehicle fleets, equipment, IT and travel management in the logistics fields of activity and geographical areas.

4.5 Closure phase

- Implements the on-site storage of archives or their transmission to HQ;
- Implements the return/donation of material;
- Provides the data needed to prepare the financial reports

Mission 5 : Facilitation of the profession sector

- Contributes to the facilitation of the profession sector in the geographical area (community of practice)

Mission 6 : Emergency Preparedness and Response Responsibilities

- Leads the emergency preparedness actions in the logistics department and, in case of emergency, reorganizes the priorities of the team according to the humanitarian imperative, in order to ensure HI's quick and efficient response.

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 or significant proven experience on the logistics,

Experiences :

- Minimum 2 years' experience working in a similar position with International NGO

Required Skills :

- Mechanical skills and IT skills are a plus,
- General principles of vehicle mechanics
- Functioning of telecommunications equipment

Language skills

- Fluency in English writing and speaking and Thai language is required.

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 (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: 15 September 2024 or earlier

How to apply: In the subject line of the email please write **“Facility Supervisor”**

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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