

**Facility Supervisor
(1st Re-Announcement)
Internal and External Job Advertisement**

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

Closing date: 1 September 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 and Responsibilities:

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.

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: 1 October 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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