

Project Supervisor Internal and External Job Advertisement

Project Supervisor (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 Supervisor 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:

Reporting to the Emergency Project Manager and functionally to Operations Manager Myanmar, the Project Supervisor 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 supervisor contributes to the implementation of his/her project, ensuring the optimal quality and the impact of the project. S/he works closely with the program team and partner teams.

JOB DESCRIPTION

Main objective of the position and Responsibilities:

The Project Supervisor, based in Mae Sot, under the functional supervision of the Operations Manager who would manage the position remotely, will implement the project activities focused on EORE activities in Thailand including hard-to-reach areas. His/Her mission is to support the Emergency Project Manager and Operations Manager in overseeing the project activities, managing field level implementations and working together with the local partners.

Mission 1: Management

Reference document: https://hinside.hi.org/intranet/jcms/pl1_2644589/fr/manager-missions-2021-en

- Manager as a role model: embody HI's values on a daily basis, and be a role model.
- Manager as a coach for meaning: understand the strategy, make it explicit, translate it into operational objectives for his or her team, lead the necessary changes. Give meaning to each management action. Encourage inter and intra departmental exchanges of practice. Encourage innovation and risk-taking.
- Operational manager: organise the operational management of his or her team, structure the work around identified processes, steer performance and facilitate the resolution of problems.
- First HR & Coach: contribute to the development of his or her staff, creating the conditions for their commitment, professionalism and attachment to HI. Ensure compliance with the code of conduct and institutional policies, the mindset and expected individual and collective behaviour.

Mission 2 : 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.

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 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.

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.

Responsibility 6: Manage relations with partners

- Manage relations and day to day communications with partners and build their capacities, manage relations with other stakeholders in her area of intervention.
- Support Project Manager for coordination with partners and other stakeholders.

Mission 2: Emergency Preparedness and Response

- Contribute to the program'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.

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.

It is expected the position holder will perform any other duties as required by the Line Manager that are commensurate with the position.

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 (International Relations, Project Management, Social Sciences, or related field) with a minimum of 3 years of relevant experience.

Experiences :

- Strong analytical capabilities with the ability to manage tasks associated with the development of projects.
- Well understanding of the arrangements involved in training, meeting preparation, and procurement.
- Knowledge related to project management and protection main streaming is preferable.
- Experience working in multidisciplinary contexts, including EORE, is an advantage.
- At least 2 years of experience working in a project support and/or project implementation role in a humanitarian NGO/INGO is required.
- Experience in working with partner organizations in hard-to-reach areas and border areas is desirable.
- Experience in emergency responses is highly desirable.
- Experience working closely in partnership with counterparts, international development agencies, non-governmental organizations, and other collaborators/ stakeholders would be highly advantageous.
- Previous work experience in the humanitarian context is highly desirable.
- Experience working in a multidisciplinary team is required.

Language skills

- Good level in English and Thai languages, both in written and Oral is required.
- Knowledge in Myanmar Local languages is highly 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 “**Project 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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