

## **PROJECT FIELD OFFICER**

Report to: Project Manager  
Location: Chiang Mai, Mae Hong Son and Sakeaw  
Salary: Commensurate with experience.  
Contract: 9 months (renewal depend of funding)  
Expected start date: 1 May 2025

### **Background and Rationale:**

Thailand is home to over 587,000 stateless people (UNHCR Refugee Data Finder) and close to 300,000 stateless children (UNICEF), the third highest number of stateless populations in the world behind Bangladesh and Ivory Coast. While Thailand has made significant progress in registered stateless people in the last several years.

This project is designed to support stateless children in 5 provinces (16 districts) where UNHCR has currently no or limited presence on statelessness issues. The goal is to support children with G-code status to obtain a 13-digit ID number. Through in-depth stakeholder consultations and WVFT's volunteers' facilitation, parents, caregivers and children will receive advice and help to prepare the necessary documents and to register their request for obtaining a 13-digit ID number. The goal is underpinned by one outcome, which will target an increased number of stateless children with civil registration documentation

### **Main Purpose of this Post:**

- The Civil registration for Stateless children programe, the project field officer will work closely with the Project Manager and M+E Advisor to provide support to projects in Migrant Communities.
- The role will involve both desk and field-based work and the successful candidate will be directly responsible for:
  1. Writing timely reports on the organisation's projects for donors and the public
  2. Compiling and recording project information, including planning and budgeting
  3. Monitoring and evaluating project impact for donors and supporters
  4. Publicizing the work of the charity to the wider audience

### **Main Duties and Responsibilities:**

The PFO will be responsible for the following duties:

1. Prepare timely, accurate and high-quality project reports for donors, stakeholders and the wider public.
2. Maintain a systematic and practical monitoring and evaluation system and ensure that accurate project information and data is available for distribution to donors and wider audiences.
3. Assist with project planning and budgeting when proposals are being designed, and grants are being received.
4. Support the development of current projects and new project ideas that relate to the Civil Registration/Stateless issue Programme.

5. Work closely with the Community Health Worker team to build capacity and share skills.
6. Recruit, support and manage Community Health Worker short-term volunteers.
7. Represent Community Volunteer as and when required and perform other duties as may be required by the Director and Trustees, which are consistent with the responsibilities of the post.
8. Work closely with the Community Volunteer team to successfully manage project activities and ensure projects are implemented in line with donor conditions and project agreements, such as coordinate with stakeholders; health and non-health sector in implementing area to support the CHW as a key focal point between WVFT and MHVs in each of the target communities.

### Required skills and qualifications

#### Essential

- Undergraduate degree in a relevant field; or sufficient experience in a relevant role.
- Demonstrate a clear knowledge and interest in international development; previous experience of Civil Registration, stateless issue and Law relevant.
- Excellent written and verbal communication skills with the ability to adapt communications for an array of different audiences.
- Good knowledge and understanding of data collection and the ability to analyze data, particularly with regards to monitoring and evaluating project activities and outcomes.
- Capable of working within different cultures and with teams from different economic and cultural backgrounds, where English might not be the first language.
- High level of computer literacy;
- Confidence to present the work of the organization to donors and supporters.
- Well organized, able to be prioritized effectively to meet deadlines.
- Have a flexible and patient attitude.
- Be enthusiastic about the work of civil registration, legal status.
- Willing to live, work and travel in the migrant communities and desirable
- Relevant experience in project management or monitoring and evaluation.
- Experience of volunteering/working in the international development sector.
- Proficiency in Thai and can understand English. If can communicate in Myanmar is advantage.