

Job title: Program Assistant
Location COERR Foundation-Maesot

SCOPE OF WORK:

The COERR Program assistant will assist Deputy Program Director, Program Director and Program Coordinator in overall management of operations of all COERR Field Offices in line with the programs, policies, guidelines and directions set by COERR headquarters.

The **key outputs** expected from the COERR Program Assistant are:

1. Effective implementation of COERR Social Work and Child Protection Program to ensure proper delivery of programs to the beneficiaries in accordance with approved plans, budgets, and including timely submission of monthly activity reports.
2. Leadership, guidance and professional development for all COERR staff working in all COERR Field Offices
3. Effective participation in strategic planning and policy development to ensure relevance, effectiveness and efficiency of COERR's social work and child protection program.
4. Coordination with NGOs, UNHCR, Thai local government authorities, Refugee Committees and CBOs, Donors, and other actors/stakeholders engaged in refugee assistance operations.

Reports to: Deputy Program Director

Coordinates with: Program Manager, Finance Coordinator, COERR Management Team, Program Coordinator, Consultant/s, Other NGOs, relevant local Government Authorities, UNHCR HQ & Field Offices, CBOs and other stakeholders.

DUTIES & RESPONSIBILITIES:

1. **Project Management:** Assist the Deputy Program Director in managing social work and child protection projects, including strategic planning, development of operational systems, program plans, timetables, and budgets.
2. **Supervision of COERR Field Offices:** Oversee all COERR Field Offices, ensuring that approved programs are implemented as planned, on schedule, and within budget.
3. **Data Management and Trend Analysis:** Manage data and analyze trends related to the protection of children and individuals with specific needs to ensure programs and projects remain relevant and comply with current situations.
4. **Development and Standardization of Training Manuals:** Collaborate with the Child Protection Specialist team to develop standardized training manuals for staff and community members on social work and child protection topics.
5. **Supervision, Training, and Advising:** Assist the Deputy Program Director in supervising and training Field Managers, Field Supervisors, and Program Officers to enhance their capacity and ability to support field staff effectively.
6. **Coordination and Communication:** Support Field Managers and Field Supervisors in representing COERR at regular UNHCR, NGO, and stakeholder meetings. Ensure they are well-prepared to report on COERR program activities and disseminate relevant information.
7. **Monitoring and Evaluation:** Conduct regular visits to refugee camps and affected Thai villages to monitor operational activities. Recommend corrective actions as needed within the approved program framework.
8. **Liaison and Reporting:** Assist the Program Director, Deputy Program Director, and Program Coordinator in preparing donor reports, attending meetings, and handling negotiations with donors and/or donor representatives.

Qualifications:

Educational Background and Experience::

- A minimum of a Bachelor's degree in social work, child psychology, child development, project management, or other relevant fields.
- At least **3-4 years of experience** in project management, social work, child protection, or related fields and experience in working with vulnerable populations

Skills and Competencies:

- Strong **organizational and multitasking skills** to manage multiple projects simultaneously.
- Proficiency in **data analysis and trend identification** for program evaluation and planning.
- Excellent **communication skills**, both written and verbal, in Thai and English.
- Ability to **train and build capacity** for field staff, supervisors, and managers.
- Strong **coordination and facilitation skills** to liaise with multiple stakeholders, including UNHCR, NGOs, and community representatives.

Language Proficiency:

- Fluency in **English** (speaking, reading, and writing) is required.
- Knowledge of **Karen, Karenni, or Burmese** languages is an advantage.

Knowledge and Expertise:

- Familiarity with **refugee camp environments**, including culture, norms, and operational challenges.
- Understanding of **child protection policies** and relevant national/international frameworks.

Technical Proficiency:

- Proficiency in **Microsoft Office Suite** (Word, Excel, PowerPoint) and other project management tools.

Flexibility and Mobility:

- Willingness and ability to **travel regularly** to all nine refugee camps along the Thai-Burma border.

All applications will be treated confidentially and not returned. Please submit your application letter, CV, a recent photograph, and supporting documents by 15 January 2025 to Khun Benjawan @Email: Benjawan@coerr.org

Only short-listed candidates will be notified for an interview