



## **Drug & Alcohol Recovery and Education Network**

***P. O. Box 47, Maesariang, Mae Hong Son Province, Thailand 58110***

***Tel: 053 621090, Fax: 053 621076***

**Job Title/ Position : Program Operations Director**  
**Work Locations : DARE Network Office, Mae Sariang, Mae Hong Son Province**  
**Submit by Email to : [drugfree@darenetwork.com](mailto:drugfree@darenetwork.com)**  
**Salary Range : 14,000 THB during probation; 16,000 THB after**  
**Starting Date : As soon as possible**

**DARE Network**, [www.darenetwork.com](http://www.darenetwork.com) is a community-based grassroots organization providing culturally appropriate treatment and prevention programs to reduce substance abuse and associated societal problems within the communities of the refugee and displaced ethnic people from Burma, along the Thai-Burmese border.

### **Position Summary**

The Operations Director plays a critical leadership role in ensuring the effective, efficient, and ethical operation of the whole programs. This position oversees daily operations, program implementation, staff supervision, compliance, and continuous improvement efforts. The ideal candidate is a strategic thinker with strong operational skills, a passion for addiction recovery services, and experience leading teams in related fields.

### **Job Description**

Work closely with the Grant Writer, Finance Manager and the Addiction Services Director to follow up on all DARE Network activities and staff implementation. Monitor program work and analyze field data. Collaborate with the Core Team to prepare and submit reports and donor proposals. Attend or organize meetings as needed to support program goals.

DARE values a family-like, team-oriented environment where leadership and teamwork go hand in hand.

### **Key Responsibilities**

- Oversee the daily operations, ensuring effective and efficient service delivery. Coordinate and support the daily operations of the Core Office staff to ensure smooth administrative and program functions
- Collaborate with the Core Team/ management team on strategic planning, budgeting, and organizational growth initiatives
- Work collaboratively with the Grant Writer to develop new funding proposals and secure sustainable financial resources for the organization
- Develop, implement, and continuously review operational policies, procedures, and best practices to support program quality and compliance
- Support grant compliance requirements, reporting processes, and program audits as needed
- Assess community activities and needs, and work closely with finance and program teams to develop and implement funding proposals aligned with program priorities
- Travel to field projects along the Thai–Burma border to monitor and evaluate activities, and in coordination with the Addiction Services Director, introduce, adapt, or update program activities as needed
- Monitor program performance, outcomes, and quality assurance indicators, using data to guide continuous improvement
- Uphold and model DARE Network’s values and policies, including maintaining a drug- and alcohol-free work environment and acting with integrity and professionalism at all times



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### **Necessary Skills**

- Fluency in English (spoken and written) is required. Thai language skills are an asset. Speaking in Karen and Burmese is highly preferred.
- Strong communication and interpersonal skills, with the ability to raise, discuss, and resolve issues effectively, particularly in cross-cultural settings.
- Proven writing skills, including the ability to write project proposals, prepare reports, and produce clear, well-structured documentation.
- Experience and confidence in meeting with donors, presenting information, and communicating project goals, progress, and outcomes professionally.
- Good computer skills, including Microsoft Word, Excel, and effective email communication.
- Ability to work independently as well as collaboratively in team environments.
- Strong multitasking, planning, and decision-making skills, with the ability to balance short-term priorities and long-term objectives.
- Demonstrated creative problem-solving skills and flexibility in adapting to changing situations.
- Must possess a Thai ID card or valid legal work documentation.
- Self-motivated, confident, proactive, and able to take initiative with minimal supervision.
- Must be free from drugs and alcohol.

### **Related Experience/Education (Recommended)**

- Education as necessary to the job requirements
- At least 2 years' experience working with a community-based NGOs or CBOs.
- Previous experience in a leadership role, work or volunteer related;

### **How To Apply**

- Email a cover letter and CV to [drugfree@darenetwork.com](mailto:drugfree@darenetwork.com)
- Mail to P.O. Box 47, Mae Sariang Post Office, Mae Hong Son, 58110
- Fax to 053-615-979
- Phone No - 053-615-979