



**DOCTORS WITHOUT BORDERS (THAILAND)**

**แพทย์ไร้พรมแดน วิชาเขต ขงรตขรตขรตขรต (ประเทศไทย)**

VACANCY ANNOUNCEMENT

## **Humanitarian Affairs Officer - Based in Bangkok**

(OCBA Asia Mission)

### **Background**

Doctors without Borders (Thailand) Co. Ltd, is working with national and international partner organizations in the field of healthcare related support activities in Mai Sariang & Mae Hong Son province since 2017. DWBT is neutral, impartial, and solely medical in nature with no religious, political, or human rights objectives.

### **Main Purposes**

Contribute to the development of humanitarian affairs activities in the Mission by supporting the Mission in the analysis of context, humanitarian situation, security and in the definition of advocacy strategies, according to DWBT – I policies and values, in order to improve the humanitarian and human rights situation among population.

### **Main Responsibilities**

- Perform data collection and research concerning local and international context, with regards to security, medical, nutritional, and humanitarian issues, in order to provide reliable information for further decision-making.
- Support the Head of Mission and field coordinators in the analysis of the data collected, in order to better orientate the programmes and projects, to provide an optimal response to population needs.
- Compile regular updates of the ongoing (inter-)national activities and plans of NGO's, UN, ICRC, donors, authorities and other actors on lobby, policy and operational plans and initiatives in order to adequate DWBT- I activities and objectives.
- Collaborate with the HoM, the Operational/Humanitarian Affairs Department at HQ and other relevant parties to develop a coherent global strategy, in order to address the humanitarian situation.
- Define and review messages, tools, lobbying activities and other advocacy action plans and strategies, in order to raise all humanitarian issues in the mission and seek assistance and protection to affected population.
- Ensure smooth working relationships with local authorities, other NGO's, local communities and other factors, in order to facilitate DWBT- I team a better access to the population and improve DWBT activities' coordination with third parties.
- Organize discussions, training, briefings, etc. about human rights and humanitarian law issues and current and future advocacy activities, in order to raise awareness of DWBT- I staff regarding these matters.
- Participates in the elaboration and updating of the Country Risk Analysis
- Promotes and assists in the implementation of advocacy activities locally, nationally and internationally.
- Supervises humanitarian affairs-related staff in the Mission.

### **DWBT Context Specific Accountabilities**

The HAO is to support the projects in Thailand and India, both responding to the Myanmar crisis, with the analysis of the operational context and humanitarian situations in the areas of the project activities. S/he is to assist the Coordination Management Team (CMT) with relevant advocacy activities and is expected to travel regularly between the two projects, maintaining field presence and keeping good communication and cooperation with both PC's and HoM regardless of the official reporting line. Key responsibilities are:

- Lead the data collection for preparing reports/talking points/briefings on barriers and gaps in healthcare access as experienced by the target population.
- Ensure tools for project-level humanitarian monitoring, data collection and related reporting are in place and continue to provide guidance to staff to ensure consistency.
- Conduct regular Red Flag Trainings and refresher sessions for all project staff.
- Verify and analyze humanitarian data gathered by DWBT-I and other actors and produce summaries, briefings, and talking points to advance advocacy objectives of the mission.
- In collaboration with HoM, support Project Coordinators (PCs) in the implementation of the project-level plan of action as per the mission-wide advocacy strategy.
- Support critical reflection within the projects on medical gaps, lessons learnt, Red Flags and advocacy needs requiring further attention.
- Collect testimonies on cases/incidents as identified through medical-operational indicators
- Support the PCs and CMT with ongoing stakeholder mapping/analysis for state-level authorities, ethnic groups, Civil Society Organizations, UN agencies, INGOs, donors, human rights organizations, and other stakeholders and international actors as appropriate.
- Under the guidance of the HoM and PCs, represent DWBT-I externally at the state and local level meetings and expand DWBT-I networks as needed in line with projects' operational and advocacy needs



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### **ด็อกเตอร์ส วิทเฮท์ บอร์เดอร์ส (ประเทศไทย)**

#### **Requirements**

##### **Education**

- Essential degree in Law, Humanitarian affairs, Political Sciences, or related university degree.

##### **Experience**

- Essential previous working experience of at least one year in research, analysis and advocacy.
- Desirable experience with DWB or other NGOs/INGOs.
- Desirable working experience in developing countries/conflict areas.

##### **Languages**

- Required fluency in written and spoken English.
- Desirable to speak Thai.
- Advantage to speak Burmese or any other local language relevant to the mission.

##### **Knowledge**

- Essential computer literacy (word, excel and internet)
- First rate writing skills for report writing advocacy documents etc.

##### **Additional Requirements**

- Training and experience in qualitative and quantitative data collection and analysis
- Good understanding of current humanitarian debates. Understanding and awareness of the Myanmar crisis is an advantage.
- Ability to work in multi-cultural teams.
- Field Oriented, with community engagement skills.
- Self-directed, with an ability to work independently and pro-actively.
- Experience in facilitating workshops and training.

#### **HR & Benefits**

- Salary: 53,000 THB gross per month and 13th Month Salary
- One-year fixed term contract with the possibility of renewal, with 3 month-probation period
- Health benefit package
- Desired starting date: immediately

#### **How to Apply**

Please send your CV and cover letter in ENGLISH (in a single PDF file only), stating your motivation and what can you contribute to the position, with the subject Ref: “**Humanitarian Affairs Officer**” to [msfe-asia-pam@barcelona.msf.org](mailto:msfe-asia-pam@barcelona.msf.org) on or before 15 May 2026. Applications that are not completed (CV + Covering letter) will not be considered.

Only short-list candidates will be contacted and invited for the interview.

**DWBT is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such DWBT is by choice an association. Each individual working with DWBT does it out of conviction and is ready to uphold the values and principles of DWBT.**

**DWBT IS PROMOTING DIVERSITY AND MULTICULTURALISM IN THE WORKPLACE**