

## Job Description

**Position Title:** - Project Officer

**Department/Country Program:** ALIGHT South East Asia Program – Thailand Country Office

**Report to:** Project Manager

**Status (full, part-time, temporary):** Full-time

**Duty station:** Bangkok, Thailand

**Supervisory Capacity:** None

### Department/Country Program Description/Mission

Since 1978, the ALIGHT (previously known as American Refugee Committee (ARC)) has provided life-saving primary health services for refugees, internally displaced persons (IDPs), and host communities in emergency and post-conflict settings around the world. Since 1995, ALIGHT has expanded its portfolio to include countries transitioning to longer-term development. From the program inception, ALIGHT strives to build host country capacity to provide a broad range of comprehensive health care services by supporting Ministries of Health, service providers, and local communities. ALIGHT implements innovative and inclusive solutions to ensure that all beneficiaries have ready and equal access to health care.

ALIGHT has been working in Thailand for over 30 years with camp-based refugees from Myanmar and the mobile migrants' population since 2004, with current projects mostly focus on malaria interventions along Thailand Myanmar borders. In the health sector, ALIGHT provides an essential package of primary, reproductive, maternal, and child healthcare services in several refugee camps along the border with Myanmar, providing supplies, training, and supervision of refugee staff, along with community-based education.

### Primary Purpose Of The Position

ALIGHT is re-awarded as a Sub Recipient of the Global Fund RAI3E regional component to host the regional malaria Civil Society Organization (CSO) platform, GMS for 2021-2023. The Regional Malaria CSO Platform is a network of civil society organizations from the Global Fund RAI implementing countries: Myanmar, Thailand, Cambodia, Lao PDR, and Vietnam. The platform was established in 2014 and serves as the CSO constituency engagement mechanism for the Regional Artemisinin I initiative (RAI) Regional Steering Committee (RSC). The Regional Malaria CSO Platform provides common opportunities to raise the voice of the malaria-affected and vulnerable communities as well as opportunities to share experiences and learning from each other to the malaria RAI3E project implementing nongovernmental organization. The platform is the network of communities and non-governmental organizations in the GMS that are working on malaria project or working with key-affected communities in the region through other development programs, including the Mobile Migrant, Ethnic and Vulnerable (MMEV) populations forest/plantation workers, etc. It is a platform for sharing good practices, capacity strengthening, and coordinated actions for advocacy and policy change to address malaria issues among vulnerable groups.

Under the overall guidance and direct supervision from the Project Manager, the Project Officer will provide support in coordination and malaria-related technical discussion including development and identification of relevant tools, reports, and information for the project. This would include supervising the progression and planning of technical components of projects as well as assuring technical quality ensuring that the platform is inline and contributing to the decision-making process of the RAI RSC and support the platform RAI3E project partners and stakeholders. The Project Officer will lead on day-to-day coordination with partners, coordinate with them, and provide support to the Project Manager in overall project planning and implementation.

<b>Primary Duties/Responsibilities</b>	<b>% of time</b>
<p><b>Implementation, coordination and technical support:</b></p> <ul style="list-style-type: none"> <li>• Leading coordination with partners and providing support for the planning, implementation, and monitoring of Malaria CSO platform activities within the scope of platform RAI3E project</li> <li>• Develop tools and guiding documents to support partners in improving malaria programming and implementation</li> <li>• Develop/update TORs and guidelines for the platform activities, Consultants, and governance.</li> <li>• Write platform activity report and draft project progress report in a quarterly basis for donor reporting</li> <li>• Provide technical support to communication officer in communication work including developing and finalizing communication and advocacy messages, materials, contents, and reports ensuring accuracy and most updated information and data.</li> <li>• Any other duties as required by the project manager</li> </ul>	65%
<p><b>Strategic Partnership and Advocacy</b></p> <ul style="list-style-type: none"> <li>• Closely monitor the technical outputs of all project leads</li> <li>• Regularly map strategic partners and new area of platform engagement to increase project partnership and coverage</li> <li>• Identify lessons learned, best practices, and bottleneck and opportunities from communities and RAI3E partners and document them to share with platform network and donors.</li> <li>• Maintain a good working relationship and close collaboration with existing partners and increase platform network</li> <li>• Attending malaria and community-related stakeholders activity at the country, regional, and global level.</li> </ul>	30%
<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>Miscellaneous</b></p> <ol style="list-style-type: none"> <li>1. Maintain an inventory of project supplies.</li> <li>2. Adhere to established safety/security policies and procedures.</li> <li>3. Adhere to the prevention of sexual abuse and exploitation code of conduct, sexual misconduct policy, and consensual relationships policy.</li> <li>4. Other tasks as assigned by the Project Manager.</li> </ol>	5%

### **Education, Technical Skills, & Knowledge Required**

<ol style="list-style-type: none"> <li>1. <b>Master degree in Public health, Community Health, Health Sciences or Social Sciences,</b></li> <li>2. Minimum of 3 years of progressive experience in public health program design and implementation, with a focus on project coordination, preferably with an NGO and INGOs</li> <li>3. Strong skills of data/information analysis and interpretation and/or using data to influence strategy and policy change</li> <li>4. Experience and or understanding community health issues and their need in the GMS or similar setting.</li> <li>5. Demonstrated technical knowledge of public health interventions against infectious diseases in a poor and rural setting</li> <li>6. Able to lead project activities with minimum guidance and supervision</li> <li>7. Excellent verbal and written communications skills. Proficient in the English language ---Thai or other GMS languages are an asset</li> </ol>
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## **Key Behaviors & Abilities**

1. Highly organized, flexible, and adaptable to changing priorities and able to work well under deadlines with minimum supervision and ability to work in resource-constrained settings.
2. Skills using MS Word, Excel, PowerPoint, and Outlook
3. Team player, with excellent coordination and communication skills.
4. Willing to travel in a rural area of Thailand and other GMS countries on short notice
5. Ability to work and live in basic conditions.
6. Positive thinking

**Travel requirement:** The position will be based in Bangkok, Thailand with frequent travel (20-30%) inside Thailand and to the GMS countries –Vietnam, Laos, Cambodia and Myanmar.

Interested eligible candidates are requested to submit following

1. Application email/letter with expected salary
2. Updated CV (no more than 3 pages) with 3 references

### **Send application to,**

Ms. Raprakan Kawphong,

HR - Administration Coordinator, South East Asia Program, Thailand

[raprakank@wearealight.org](mailto:raprakank@wearealight.org)

ALIGHT

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