



DOCTORS WITHOUT BORDERS (THAILAND)

ด็อกเตอร์ส วิทเฮงท์ บอร์เดอร์ส (ประเทศไทย)

Title:	HEALTH PROMOTER COMMUNITY ENGAGEMENT SUPERVISOR
Generic Function:	
Code:	MS02003
Level:	7 (E)

Position in the Organization

Reports to (Hierarchical):	Project Medical Referent or HPCE Manager if available
Reports to (Functional):	Project Medical Referent
Job Family:	Medical and Paramedical / Operations
Supervises (Function):	CHWs (Preventive)

Main Purpose

With the support and guidance of the HPCE Manager, responsible for implementing the HPCE strategy / workplan, with community participation, and supervising the HPCE activities and HP teams working in the communities or the health facilities, according to the project objectives, DWBT values, standards and procedures.

Accountabilities

HPCE strategy, activities and monitoring:

- Actively contributes to the design/adaptation of the HPCE strategy / workplan.
- Lead and follow up on the implementation of the HPCE strategy / workplan, according to the chronogram.
- Support participatory approaches and regular patient/community consultations before and during implementation of the HPCE strategy.
- Organizing health awareness sessions for **DWBT's** medical and non-medical staff
- Support in the design of health education materials and participatory methods, applying the right process (pre-testing, validation of content, translation).
- Contribute to rapid assessments and surveys.
- Actively support in the systematic collection, encoding and reporting of community feedback and rumors.
- Support the implementation of community-based surveillance (data collection, active case finding, tracing, linkage to care).
- Responsible for the planning and organization of community meetings (in collaboration with HPCE Manager).
- Contribute to the community mapping.
- Monitoring: Ensure the availability of the data collection tools; the data encoding in the database and the quality check.
- Monitoring: Contribute to the analysis of the monitoring data and look for adjustment (in collaboration with HPCE manager), monthly reporting (MMR, sitrep.).

Team management:

- Contribute to evaluation of the HP team (with the HPCE manager).
- Contribute to the development plan for the HP team.
- Training: Contribute to the needs assessment, design and implementation of training for the HP team, in collaboration with the HPCE manager.
- Organize regular and systematic supervision of the HP activities and provide on the job-coaching.
- Ensure the planning and practical organization of the activities for the HP team (HP roster).
- Ensure the organization of regular HP team meetings.



DWBT Section/Context Specific Accountabilities

HPCE Strategy Development and Supervision

- Lead the implementation, regular review and adaptation of the East Myanmar HPCE Strategy in collaboration with the Project Medical Referent, Medical Activity Manager, Nursing Activity Manager and Field Coordinators.
- Translate the HPCE strategic objectives into quarterly and monthly operational workplans, ensuring alignment with project medical priorities and emergency responses.
- Monitor implementation of the HPCE annual workplan and ensure activities are completed according to the agreed chronogram.
- Participate in project planning meetings and contribute HPCE perspectives during medical, operational and emergency preparedness discussions.
- Develop and regularly update HPCE activity calendars, movement plans and operational priorities according to changes in security and humanitarian needs.
- Based on the vision of the mission, participate in developing strategy on Decentralised model of care and follow the implementation of the service, follow up and support of the partner staff involved when needed.

Community Engagement and People-Centred Approach

- Establish and maintain meaningful engagement with community leaders, community-based organizations, women's groups, youth groups, traditional healers, Traditional Birth Attendants (TBAs), religious leaders and other influential stakeholders.
- Ensure continuous community consultation to identify barriers to healthcare access, health-seeking behaviours and priority community concerns.
- Collaborate and support PMR in conducting Patient Experience and Satisfaction Surveys (PESS) and community consultations according to the project schedule whenever it is possible.
- Ensure community feedback mechanisms are functional, confidential and responsive, including systematic documentation, analysis and follow-up of complaints, rumours and community concerns.
- Facilitate participatory approaches that strengthen community ownership and acceptance of DWBT activities.
- Maintain community networks capable of providing timely information during emergencies.

Health Promotion Program Management

- Supervise implementation of culturally appropriate health promotion activities across all project locations.
- Ensure all health education materials are technically accurate, culturally appropriate, translated, pre-tested and validated before use.
- Develop new health promotion tools, lesson plans and IEC materials based on identified community needs.
- Coordinate health campaigns and World Health Days in collaboration with medical departments and partner organizations.
- Ensure consistent health messages across all project sites and implementing partners.
- Ensure HPCE activities are integrated into emergency preparedness and emergency response plans.
- Ensure the integration of Health Promotion and Community Engagement (HPCE) activities into vaccination programmes by supporting community mobilization, identifying and reaching target populations that are not captured by routine vaccination services, conducting awareness and health education activities to improve vaccine acceptance and demand, addressing misinformation and barriers to vaccination, engaging community leaders and stakeholders, and monitoring community feedback to strengthen vaccination coverage.

Community-Based Surveillance and Referral System



- Supervise implementation of community-based surveillance including: disease surveillance, active case finding, mortality and birth surveillance, nutrition screening, monitoring population movement, referral monitoring, monitoring vaccination status, community alerts regarding outbreaks and emergencies.
- Monitor referral pathways from communities to CHWs, partner facilities and supported hospitals.
- Analyse surveillance trends and immediately communicate alerts requiring medical or operational action.
- Adapt health promotion messages rapidly according to outbreaks, disease trends, displacement and conflict dynamics.
- Participate in emergency assessments and rapid response deployments when required.

Monitoring, Evaluation and Reporting

- Develop, maintain and improve HPCE monitoring tools, databases and reporting systems.
- Ensure complete, accurate and timely collection, verification and analysis of HPCE indicators.
- Produce weekly, monthly and annual HPCE reports, and situation updates.
- Analyse HPCE data to identify trends, gaps and recommendations for programme improvement.
- Ensure all monitoring information contributes to evidence-based decision making within the project.
- Maintain updated community mapping, stakeholder mapping and service mapping.

Capacity Building and Team Management

- Supervise HPCE staff, Community Health Promoters working in project locations in collaboration with the partners.
- Conduct regular supportive supervision, coaching and performance evaluations using standardized supervision tools.
- Identify training needs and organize refresher trainings on, participatory approaches, community engagement, surveillance, qualitative assessments, communication skills, health promotion methodologies, safeguarding and confidentiality.
- Support recruitment, induction and technical mentoring of HPCE staff.

Requirements

Education	Essential: bachelor diploma in social sciences, social work, behavioural sciences, public health, community health, nursing.
Experience	Essential: At least 2 years' experience in: health promotion, team management experience, program implementation, Experience qualitative methodology is highly desirable.
Languages	Mission language (English) and local language essential (Burmese, Karen) Desirable Karenni
Knowledge	Basic competencies in computer (MS Office word and excel are essential).
Competencies	• Results and Quality Orientation • Team management skills • Training skills • Organizational skills • Stress Management • Negotiation skills at community level • Autonomous and initiative taking • Strong IT skills (Excel, word) • Reporting skills • Skills in Participatory Achieving Approaches • Strategic / analytical skills are desirable



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HR & Benefits

- 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

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Please complete your application in ENGLISH and attach your CV and cover letter (stating your motivation and what you can contribute to the position) via the Google Form

<https://forms.gle/XRegPkbwwz8Tgw9L8> on or before **17 September 2026, at 5 PM**. Applications that are not completed (CV Covering letter) will not be considered.

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

DWBT IS PROMOTING DIVERSITY AND MULTICULTURALISM IN THE WORKPLACE