



**Employment Opportunity**  
**Adventist Development and Relief Agency (ADRA Thailand)**

**ADRA** is a global network of independent humanitarian organizations established in 1984 by the Seventh Day Adventist Church for the specific purpose of providing individual and community development and disaster relief. ADRA Thailand works with people in poverty and distress to create just and positive change through empowering partnerships and responsible action. ADRA Thailand has served vulnerable and marginalized people in Thailand through community development initiatives targeting Food Security, Economic Development, Primary Health and Education. ADRA Thailand's emergency response initiatives provide aid to disaster survivors and people fleeing active conflict from Myanmar.

ADRA's purpose statement is: To serve humanity so that all may live as God intended. This is coupled with our motto: Justice. Compassion. Love.

**ADRA Thailand** is currently seeking qualified candidates for the position of **Project Manager** based in **Mae Sot, Thailand** for Risk Communications and Community Engagement Project (RCCE).

**Application Deadline: 24 May 2020**

**Project Duration: 6 months**

**Report to: Program Coordinator**

**RESPONSIBILITIES:**

- Oversee general project activities and implementation
- Manage and monitor budget expenditures against outputs
- Monthly reporting on activities against logframe
- Develop and update project risk tracker
- Update and manage RCCE Activity Work Plan
- Update and manage RCCE Funding Tracker
- Update and manage RCCE Cloth Mask Tracker
- Update and manage RCCE Home visit plan and record with coordinated inputs from provincial coordinators
- May require attendance and support to and at provincial meetings
- Collect and combine weekly activity updates on RCCE to Supervisor
- Liaise with KRC, KnRC, KWO, KnWO, KSNG, etc. at central level to include input and feedback on RCCE related work
- Monitor challenges, areas for improvement to be noted in reports and plan for response
- Manage scope of project and document and communicate any revisions needed
- Provide oversight and support to provincial coordinators on implementation
- Stay updated on COVID-19 situation, attending webinars and training, reading SitReps etc.
- Coordinate team meetings and project review
- Develop ADRA RCCE activity plan against logframe
- Perform other tasks as required by supervisor

**QUALIFICATION REQUIRED:**

**Educational Qualifications:**

- Bachelor's degree or higher

**Experience:**

- At least 5 years working experience in management and team leading experience or positions equal to the position responsibilities outlined above

**Language Skills:**

- Fluent in spoken and written English
- Fluent in spoken and written Karen or Burmese
- Thai language considered as an advantage

**Skills and Abilities:**

- Interpersonal skills
- Transparent, organized and responsible work style
- Ability to work under pressure and to cope with multi-tasking
- Computer proficient in Microsoft Office
- Strong commitment

**Core Competencies:**

- Leading and supervising (1.2)
- Relating and networking (3.1)
- Writing and Reporting (4.1)
- Planning and organizing (6.1)

**How to apply:** In the subject line of the email, please write “**Project Manager - RCCE**”. Please send applications; cover letter, CV mentioned salary expectation and/or educational certificate, work certificate and training certificate to: [hr@adrathailand.org](mailto:hr@adrathailand.org)

**Please note:** Only shortlisted applicants will be contacted. The offer of employment will be subject to satisfactory references and appropriate screening checks which can include criminal records

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