



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 **Provincial Coordinator** for Risk Communications and Community Engagement Project (RCCE).

Application Deadline: 24 May 2020

Duty Station: **Mae Sot** **1 position**
 Mae Sariang **1 position**
 Kanchanaburi **1 position**

Project Duration: 6 months

Report to: Project Manager

RESPONSIBILITIES:

- Present on RCCE Pillar activities at provincial meetings
- Maintain regular communication with Project Manager
- Organize in-camp activities including team meeting with RCCE camp responders, key activities to organize: home visits, feedback, surveys (KAP, endline, etc.), distributions-IECs, Hygiene kits
- Networking with other camp players-women's orgs, youth/student orgs, refugee committees
- Maintain relationship with Palad camp authorities and other government authorities-updates to Palad on weekly/monthly plans and activities
- Coordinate with camp committees: FAQs messaging, two-way communication channel, feedback/complaint mechanism, gathering information from camp committees
- M&E activities/data tracing
- Generating reports on provincial activities and changes in provincial policies
- Escalate issues requiring immediate solution for smooth project implementation to the Program Coordinator and Project Manager
- Perform other tasks as required by the Project Manager.

QUALIFICATION REQUIRED:

Educational Qualifications:

- Bachelor's degree or higher

Experience:

- At least 3-4 years working experience in camps and management level

Language Skills:

- Fluent in spoken and written Thai and English
- Fluent in spoken and written Karen or Burmese

Skills and Abilities:

- Ability to work under pressure and to cope with multi-tasking
- Strong cross-cultural communication skills
- Must be willing to travel and work in camps along Thai-Myanmar Border
- Computer proficient in Microsoft Office
- Strong commitment
- Must have a valid driver's license

Core Competencies:

- Working with People (2.1)
- Relating and networking (3.1)
- Presenting and communicating information (3.3)
- Writing and reporting (4.1)

How to apply: In the subject line of the email, please write "**Provincial Coordinator – RCCE**". Please send applications; cover letter mentioned duty station you wish to apply for, CV mentioned salary expectation and/or educational certificate, work certificate and training certificate to: 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
