



### **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 **Field Officer and Cashier** for Risk Communications and Community Engagement Project (RCCE).

**Application Deadline: 24 May 2020**

<b>Duty Station:</b>	<b>Mae Sot</b>	<b>1 position</b>
	<b>Mae Sariang</b>	<b>1 position</b>
	<b>Mae Hong Son</b>	<b>1 position</b>
	<b>Kanchanaburi</b>	<b>1 position</b>

**Project Duration: 6 months**

**Report to: Provincial Coordinator**

#### **RESPONSIBILITIES:**

- Assist the Provincial Coordinator and support staff at camp level
- Support in the collection of data on camp activities, attending camp level meetings where necessary, work with camp based staff to develop work plans, distribution plans, and collect and monitor feedback from camp level
- Support activities of Communication Specialist, IEC Training Coordinator and M&E Officer as needed
- Support camp based staff with RCCE activities including training sessions on home visits, distribution of key message and hygiene kits
- Withdraw funds from the bank according to requests and appropriately manage the petty cash
- Prepare vouchers, receipts, checks and post
- Record expenses and send monthly report and supporting documents to Chiang Mai Office
- Review all receipts, follow up with suppliers and ensure that all expenses and details on receipts are in line with ADRA Thailand Finance and Procurement policies
- Assisting on procurement and logistics as needed
- Work closely with Procurement/Logistic Officer to ensure that required materials for activities are delivered to the camp on time and according to plan
- Assisting on camp pass application
- Collect and review Timesheets before submitting to Chiang Mai Office
- Maintain filing systems of Project's documents
- Maintain good interpersonal relationship with the stakeholders
- Perform any other assignment as requested by the supervisor

#### **QUALIFICATION REQUIRED:**

##### **Educational Qualifications:**

- Diploma or higher

##### **Experience:**

- At least 3 years working experience in camps

**Language Skills:**

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

**Skills and Abilities:**

- Computer proficient in Microsoft Office
- Willingness to constantly learn and grow
- Strong commitment
- Good inter-personal skills
- Valid driving license is required

**Core Competencies:**

- Working with people (2.1)
- Adhering to principles and values (2.2)
- Relating and networking (3.1)
- Following instructions and procedures (6.3)

**How to apply:** In the subject line of the email, please write “**Field Officer and Cashier – 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](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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