



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 **Communication Specialist** 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:

Set up/review/revise communication systems

- RCCE messaging system
- Audience analysis
- Database of influencers
- Intra-camp communication network
- Inter-camp communication network
- System to deal with misinformation

Production of Communication/PR materials

- Collection and analysis of current messaging
- Messaging by various means and in targeted languages
- Infographics
- Human interest stories
- Posters
- Leaflets
- Radio spots
- Specific and regular updates on ADRA Thailand website and Facebook
- Presentations for donors and stakeholders
- Update ADRA network – regional and international
- Impact stories

Networking

- Camp committees
- RCCE WG
- Provincial meetings
- National Coordination meeting
- Donors
- Beneficiaries
- Media contacts
- Camp authorities
- Surrounding Thai communities
- Maintain good interpersonal relationship with the stakeholders
- Any other assignment as requested by the supervisor

QUALIFICATION REQUIRED:

Educational Qualifications:

- Diploma or higher

Experience:

- At least 3 years working experience in communication, marketing, media and journalism is preferable

Language Skills:

- Fluent in spoken and written English and Thai

Skills and Abilities:

- Computer proficient in Microsoft Office
- Sound computer skills in related software for publishing
- Willingness to constantly learn and grow
- Strong commitment
- Good inter-personal skills
- Knowledge and practical application of graphic design is a plus

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 “**Communication Specialist – RCCE**” Please send applications; cover letter, 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
