Communication & Reporting Intern/volunteer

Vacancy

Communication & Reporting Intern/volunteer (1 open position)
Closing date: 05th February 2021

Handicap International that runs its program under the operating name Humanity & Inclusion (HI) seeks for Communication & Reporting Intern/volunteer based in Mae Sot.

HI reserves the right to not accept applications submitted after the deadline. Only shortlisted candidates will be contacted for test and interview.

PROJECT HISTORY

In Thailand, Handicap International, now operating under the name of Humanity & Inclusion (HI) started working in 1984 and first focused its actions on the delivery of mobility and assistive devices to Burmese landmine/ERW victims as a response to the influx from Myanmar. HI currently implements activities for Burmese refugees along the Thailand/Myanmar border under three thematic areas: Rehabilitation, Disability and Social Inclusion (DSI) and Mine Risk Education (MRE).

As from 2016, Thailand projects are framed in the Myanmar and Thailand Regional program. Thailand mission is supported by a Regional team based in Yangon as well as by the head office in France.

For more information on the organisation, please see:

Humanity and Inclusion website: https://hi.org/en/index

and the online presentation of the organization: https://www.youtube.com/watch?v=3p2OWI6T3AY&t=127s

A. WORKING ENVIRONMENT

HI carries out activities in Thailand around 3 pillars:

1/ Armed Violence Reduction (AVR) including Mine Risk Education,

2/ Inclusion with Disability Social Inclusion (DSI),

3/ Health and Rehabilitation with project covering physical rehabilitation.

The intern/volunteer is based in Mae Sot office under the supervision of the Country Manager.
OBJECTIVES OF THE POST

Reporting to the Country Manager, and in close collaboration with the operations teams, the intern/volunteer will support overall HI Thailand program in reporting and communications work.

Expected results include (under the direct guidance of the Country Manager):

- Proven field experience for the intern/volunteer with better understanding of how an INGO works at field level,
- Better knowledge of refugee situation along the Thai-Myanmar border
- Better knowledge of institutional donors’ rules and procedures
- Communication and advocacy materials are developed
- Knowledge management through documentation and sharing of project information
- Stakeholders’ engagement and donor reporting

JOB DESCRIPTION

- Support in implementation of HI Myanmar-Thailand program’s communication plan.
- In close collaboration with the project managers, draft internal and external communication materials. These include human-interest stories, project progress updates including impact stories and social media posts.
- Support coordination of meetings (both internal and external), drafting minutes of the meeting, and brief notes.
- Together with the Project Managers, prepare external reports and proposals to donors and Thai authorities, also with internal reports (monthly sitrep).
- Together with the Country Manager, review, edit and update HI Thailand country fact sheets, program brochures and infographics, and any other relevant documents (guidelines, policies, tool kits etc.).
- Support the Project Managers in reviewing, designing, producing and sharing IEC materials like banners, posters, flyers, MRE demonstration mats and parks etc. including capturing photos and video record of key project activities.
- In liaison with the Monitoring, Evaluation, Accountability& Learning (MEAL) Manager and Project Managers, document lessons learnt best practices, case studies and human-interest stories as shared by the Project Officers or as captured during field visits.

The intern’s role and responsibilities described in this job description could evolve in line with change in program and evolution of the context of intervention.

The intern/volunteer could be temporarily assigned to tasks not described in this job description but linked with his/her area of expertise and interest.
Qualification Required:

**Education:** Degree from any of the following fields; Communications, International studies, International relations, International law, Political science, or other related courses.

Continuing students pursuing master’s degrees in the same field will have an added advantage.

**Technical Skills & Cross Cutting Skills:**
- Excellent computer skills: Microsoft Office and infographic creation
- Fluent English writing and speaking is mandatory
- Proficiency in documentation, communication and information dissemination.
- Knowledge on project cycle management, and reporting/proposal writing

**Language skills:** Fluent in English language.

**Behavioral Skills:**
- Ability to work within a multi-cultural team
- Awareness and sensitivity regarding disability and inclusion
- Sense of humor and diplomacy

**Start preferably: 15th February 2021**

**How to apply:** In the subject line of the email please write “Communication & Reporting Intern/volunteer”

**IMPORTANT:** In the content of the CV please outline responsibilities and tasks from previous & current work, education and training received.

**Please send all applications (cover letter, CV, copy of ID card/passport) to:** recruitment@thailand.hi.org

Only candidates who pass the administrative selection will be taken into consideration for a technical assessment and an interview, and will be afterwards notified of the final decision. HI reserves the right to contact the applicants for further information before the final selection from the selection committee.

*Handicap International encourages qualified persons with disabilities or chronic illness and women to apply.*

*HI is committed to protecting children and vulnerable adults from harm. Employment is subject to HI protection standards including background checks and adherence to HI protection policies (child protection, PSEA) and Code of Conduct.*

*All information shared by the applicants remain confidential.*

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