



Job Description

Position Title: - Communication Officer
Department/Country Program: South East Asia Program – Thailand Country Office
Report to: Project Manager
Status (full, part-time, temporary): Full-time
Duty station: Bangkok, Thailand
Supervisory Capacity: None

Department/Country Program Description/Mission

Since 1978 Alight, formerly known as American Refugee Committee (ARC), has provided life-saving primary health services for refugees, internally displaced persons (IDPs), and host communities in emergency and post-conflict settings around the world. Since 1995, Alight has expanded its portfolio to include countries transitioning to longer-term development. From the program's inception, Alight strives to build host country capacity to provide a broad range of comprehensive health care services by supporting Ministries of Health, service providers, and local communities. Alight implements innovative and inclusive solutions to ensure that all beneficiaries have ready and equal access to health care.

Alight has been working in Thailand for over 30 years with camp-based refugees from Myanmar and mobile migrant population since 2004, with current projects mostly focusing in malaria interventions along Thailand Myanmar borders. In the health sector, Alight provides an essential package of primary, reproductive, maternal, and child healthcare services in several refugee camps along the border with Myanmar, providing supplies, training, and supervision of refugee staff, along with community-based education.

Primary Purpose of the Position

Alight is re-awarded as a Sub Recipient of the Global Fund RAI3E regional component to host the regional malaria Civil Society Organization (CSO) platform, GMS for 2021-2023. The Regional Malaria CSO Platform is a network of civil society organizations from the Global Fund RAI implementing countries: Myanmar, Thailand, Cambodia, Lao PDR and Vietnam. The platform was established in 2014 and serves as the CSO constituency engagement mechanism for the Regional Artemisinin I initiative (RAI) Regional Steering Committee (RSC). The Regional Malaria CSO Platform provides common opportunities to raise the voices of malaria-affected and vulnerable communities; as well as the opportunities to share experiences and learning from each other to the malaria RAI3E project implementing nongovernmental organization. The platform is a network of communities and non-governmental organizations in the GMS that are working on either the malaria project, or working with key-affected communities in the region through other development programs, including to the Mobile Migrant, Ethnic and Vulnerable (MMEV) populations forest/plantation workers, etc. It is a platform for sharing good practices, capacity strengthening and coordinated actions for advocacy and policy change to address malaria issues among vulnerable groups.

Under the overall guidance and direct supervision from the Project Manager, the Communication Officer will lead day to day communication, preparing communication and advocacy materials and information about project in coordination with Malaria project implementing partners. He/She will also provide support on implementing communication strategy of the platform, develop message and communities stories related to the project, and regularly update platform website and social media. Successful candidate will have an exciting opportunity to work with diverse partners in the Mekong region covering Myanmar, Thailand, Cambodia, Lao PDR and Vietnam.

Primary Duties/Responsibilities**% of time**

<p>Day to day Implementation:</p> <ul style="list-style-type: none"> • Implement communication strategy of the project and maintain regular communication and coordination with partners • Monitor and regularly update platform website, social media and partners/network database of the project. • Write, edit, and distribute content, including preparing and dissemination of reports, publications, press releases, and other material that communicates the organization and project's activities. • Collecting up-to-date and relevant information of the RAI3E project from RAI3E implementing partners in Thailand, Myanmar, Cambodia, Laos and Vietnam and develop summary and regular newsletter to update platform network. • Conducting and interview and write community stories, case studies activities to share with the wider network and partners regularly. • Prepare advocacy message, materials (audio and visual), and tools for the platform advocacy activities. • Arrange and facilitate project discussion and meetings including virtual meetings. • Taking notes of the project discussion/meetings and prepare minutes for dissemination. • Support project manager in a day-to-day administrative work and project activities implementation 	65%
<p>Strategic Partnership and Support</p> <ul style="list-style-type: none"> • Strengthen a partnership with the malaria project implementing organization and research institutions for learning and sharing best practices. • Respond to partners inquiries, arrange calls and meeting with communities and project implementors for consultations and partnerships. • Establish effective relationships with stakeholders including National Malaria program to support communication and advocacy including relations with local media and journalists, • Strengthen and extend partnership with existing and new partner of the project maintaining regular communication. • Contribute to maintaining Alight presence and a high standard of representation in meetings with other INGOs, donors, Government agencies, and other relevant partners. 	30%
<p>Miscellaneous</p> <ol style="list-style-type: none"> 1. Adhere to established safety/security policies and procedures and communicate internally and with partners, as necessary. 2. Adhere to the prevention of sexual abuse and exploitation code of conduct, sexual misconduct policy, and consensual relationships policy. 	5%

Requirement

<ol style="list-style-type: none"> 1. Bachelor's Degree in Communications, Public health, public relations, or related field. 2. Minimum of 2 years' relevant experience in a communications and coordination role. Priority will be given to applicant who has experience in health project. 3. Excellent verbal, written, and interpersonal skills including conducting interviews, writing stories and report in English. 4. Proven skills on website content development and update, including knowledge on updating social media. 5. Able to use application and communication tools for short video editing, infographics and graphic designing, survey and dissemination of the newsletter and update. 6. Proficient in Microsoft Office.
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Key Behaviors & Abilities

1. Ability to work in resource-constrained settings.
2. Outspoken, with excellent communication skills.
3. Proactive and enthusiastic
4. Good time management, team player, and organizational skills
5. Willing to travel in a rural area of Thailand and other GMS countries within short notice.

Note: This is a local hiring, staff will be based in Bangkok, Thailand with frequent and regular travel to the other GMS countries – Myanmar, Vietnam, Laos and Cambodia. Qualified young and energetic candidates are encouraged to apply.

Interested eligible candidates are requested to submit following.

1. Application email/letter with expected salary
2. Updated CV (no more than 3 pages) with 3 references.
3. Two Samples of previous work related to communication (website, social media, stories, meeting reports etc.)

Send application to,

Ms. Raprakan Kawphong,

HR - Administration Coordinator, Southeast Asia Program, Thailand

American Refugee Committee

CRC Tower, All Seasons Place, 87/2 Wireless Road, 36th floor, office 17 | Bangkok.

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