

Communication & Reporting Assistant **(For applicants already present in Thailand)**

Closing date: 17th May 2021

Handicap International runs its program under the operating name Humanity & Inclusion (HI) seeks for **1 Communication & Reporting Assistant who will be 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 program. Thailand mission is supported by a senior management team based in Yangon as well as by the head office in France.

For more information on the organisation, please see: <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. Explosive Ordnance Risk Education (EORE),
2. Disability and Social Inclusion (DSI),
3. Physical Rehabilitation (Rehab): Provision of physiotherapy, occupational therapy and assistive devices technology.

OBJECTIVES OF THE POST

This position will report to the Thailand MEAL Officer, and in close collaboration with the operations teams, the Communication & Reporting Assistant will support projects implemented in the country in terms of reporting and communications work.

1. Influence & Communication

- 1.1 Supports in implementing HI Myanmar Thailand program's communication plan
- 1.2 In close collaboration with the Project Managers, draft internal and external communication materials. These include project progress updates including impact stories and social media posts
- 1.3 Supports the Project teams in drafting external and internal reports
- 1.4 Under the supervision of MEAL officer, Communication & Reporting Assistant supports production and development of IEC materials, MEAL materials (fact sheets, infographics etc.) and any other relevant documents (guidelines, policies, tool kits etc.)

- 1.5 Supports in drafting documents lessons learnt, best practices, case studies as shared by the Project Officers or as captured during field visits.
- 1.6 Provides translation of documents or interpretation (English/Thai)
- 1.7 Drafts minutes of the meeting, and brief notes.

2. Strategy & Business development

- 1.1. Contributes to MyTh programme operational strategy (StratOp)
- 1.2. Under the supervision of MEAL officer, Communication & Reporting Assistant supports Project Managers to draft project proposals for the continuity or expansion of the project or for new opportunities

Qualification Required:

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

Technical Skills & Cross Cutting Skills:

- Fluent English and Thai writing and speaking is mandatory.
- Proficiency in documentation, communication and information dissemination.
- Computer skills: Microsoft Office and infographic creation.
- Knowledge on project cycle management, and reporting/proposal writing is a plus advantage.

Language skills: Fluent in English and Thai language.

Behavioral Skills:

- Ability to work within a multi-cultural team
- Awareness and sensitivity regarding disability and inclusion

Start date preferably: 1st June 2021

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

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, PSEAH) and Code of Conduct.

All information shared by the applicants remain confidential.