



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, the 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, ARC has expanded its portfolio to include countries transitioning to longer-term development. From program inception, ARC 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. ARC implements innovative and inclusive solutions to ensure that all beneficiaries have ready and equal access to health care.

ARC has been working in Thailand for over 30 years with camp-based refugees from Myanmar and mobile migrants population since 2004, with current projects mostly focus to malaria interventions along Thailand Myanmar borders. In the health sector, ARC 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

ARC 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 voice of the malaria affected and vulnerable communities as well as opportunities to share experiences and learning from each other to the malaria RAI3E project implementing nongovernmental organization. The platform is the network of communities and non-governmental organizations in the GMS that are working on 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, Communication Officer will lead day to day communication, preparing advocacy message and information about project, producing advocacy and communication materials and update with partners. He/She will also provide support on implementing communication strategy of the platform, develop message and story related to the project, documenting discussion from the meeting and activities and sharing them with partners and regularly update platform website and social media. This position will also play a key role in identifying and advising on upcoming opportunities for expansion of the ARC South East Asia program and development of proposals.

Primary Duties/Responsibilities
time

% of

<p>Day to day Implementation:</p> <ul style="list-style-type: none"> • Implement communication strategy of the project and maintain regular communication and update with partners • Monitor and regularly update website, social media and partners/network database of the project • Write, edit, and distribute content, including 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 and develop regular newsletter to update platform network. • Initiate writing community story, case studies and summary of partners project activities and share that to wider network and partners regularly • Prepare advocacy message, materials, and tools for the platform advocacy activities • Arrange and facilitate project discussion and meetings including virtual meetings • Document the project discussion and summarize for dissemination • Support project manager in a day to day work project activities implementation 	65%
<p>Strategic Partnership and Support</p> <ul style="list-style-type: none"> • Develop a partnership with the Global Fund project implementing partners and institutions for information collection and update. • Respond to partners inquiries, arrange calls and meeting with communities and project implementors for consultations and partnerships • Identify target partner and audiences and create strategies to effectively engage them. • Establish effective relationships with stakeholders 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 ARC 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. 3. Other tasks as assigned by the Project Manager. 	5%

Requirement

<ol style="list-style-type: none"> 1. Bachelor's Degree in Communications, Journalism, public relations or related field. 2. Minimum of 2 years' relevant experience in a communications role. 3. Excellent verbal, written, and interpersonal skills including conducting interviews, writing case story and content in English. 4. Knowledgeable in updating, monitoring and analyzing communication and communication platform website and social media 5. Proficient in Microsoft Office, content management systems, and social media platforms. Able to create a survey tools and information dissemination tools (eg survey monkey, MailChimp, google survey..). 6. Knowledge of desktop publishing software (InDesign/Photoshop), 7. Good time management and organizational skills
--

Key Behaviors & Abilities

1. Ability to work in resource-constrained settings
2. Team player, with excellent communication and coordination skills.
3. Ability to work and live in basic conditions.
4. Positive thinking
5. Willing to travel in a rural area of Thailand and other GMS countries in 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. Priority will be given to qualified Thai applicants, however qualified other nationals 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

Send application to,

Ms. Raprakan Kawphong,
HR - Administration Coordinator, South East Asia Program, Thailand
raprakank@arcrelief.org

American Refugee Committee
CRC Tower, All Seasons Place, 87/2 Wireless Road, 36th floor, office 17 | Bangkok.
Office number: (+66) 2-625-3136 | Mobile number: (+66) 92-679-6129