Job Description

Position Title:  - Project 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 the 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 the mobile migrants' population since 2004, with current projects mostly focus on 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 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 Project Officer will provide support in coordination and malaria-related technical discussion including development and identification of relevant tools, reports, and information for the project. This would include supervising the progression and planning of technical components of projects as well as assuring technical quality ensuring that the platform is inline and contributing to the decision-making process of the RAI RSC and support the platform RAI3E project partners and stakeholders. The Project Officer will lead on day-to-day coordination with partners, coordinate with them, and provide support to the Project Manager in overall project planning and implementation.

Primary Duties/Responsibilities

<table>
<thead>
<tr>
<th>Implementation and technical support:</th>
<th>% of time</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Providing support to the planning, implementation, management, and monitoring of Malaria CSO platform activities within the scope of platform RAI3E project</td>
<td>60%</td>
</tr>
<tr>
<td>• Assisting in providing technical expertise and support during platform meetings and trainings</td>
<td></td>
</tr>
</tbody>
</table>
- Planning for regular opportunities to identify lessons learned, best practices, and bottleneck and opportunities for documentation of the project’s work.
- Closely monitor the technical outputs of all project leads, regularly identifying training and capacity building needs and opportunities for communities and platform partners.
- Develop/update TORs and guidelines for the platform activities, Consultants, and partners including its governance (steering committee and advisors).
- Support Project Manager in preparation of project progress reports to donor
- Provide technical support to communication officer in communication work including developing and finalizing communication and advocacy messages, materials, contents, and reports ensuring accuracy and most updated information and data.
- Any other duties as required by the project manager

### Coordination and strategic Partnership and Support

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liaison with platform partners, steering committee members, donor, and other related stakeholders to provide synergy for project activities</td>
</tr>
<tr>
<td>Providing overall planning and coordination in, meetings, training, reporting, and visits</td>
</tr>
<tr>
<td>Maintain a good working relationship and close collaboration with existing partners and increase platform network</td>
</tr>
<tr>
<td>Attending malaria and community-related technical working groups and stakeholder meetings at the country, regional, and global level.</td>
</tr>
<tr>
<td>Participate and support the relevant technical working groups and communities of practice of Malaria CSO partners, ensuring the active participation of the platform and its partners.</td>
</tr>
<tr>
<td>Providing monthly written reports to the Program Manager on the progress towards the project’s objectives; identifying areas for focus and improvement and those requiring follow-up.</td>
</tr>
</tbody>
</table>

### Miscellaneous

1. Maintain an inventory of project supplies.
2. Adhere to established safety/security policies and procedures.
3. Adhere to the prevention of sexual abuse and exploitation code of conduct, sexual misconduct policy, and consensual relationships policy.
4. Other tasks as assigned by the Project Manager.

### Education, Technical Skills, & Knowledge Required

1. **Master degree in Public health, Social Sciences, Community Health or Health Sciences**
2. Minimum of 3 years of progressive experience in public health program design and implementation, with a focus on project coordination, preferably with an NGO and INGOs
3. Strong skills of data/information analysis and interpretation and/or using data to influence strategy and policy change
4. Experience and or understanding community health issues and their need in the GMS or similar setting.
5. Demonstrated technical knowledge of public health interventions against infectious diseases in a poor and rural setting
6. Able to lead project activities with minimum guidance and supervision
7. Excellent verbal and written communications skills. Proficient in the English language ---Thai or other GMS languages are an asset
Key Behaviors & Abilities

1. Highly organized, flexible, and adaptable to changing priorities and able to work well under deadlines with minimum supervision and ability to work in resource-constrained settings.
2. Skills using MS Word, Excel, PowerPoint, and Outlook
3. Team player, with excellent coordination and communication skills.
4. Willing to travel in a rural area of Thailand and other GMS countries on short notice
5. Ability to work and live in basic conditions.
6. Positive thinking

Working Environment: The position will be based in Bangkok, Thailand with frequent and regular travel to the other GMS countries – Myanmar, Vietnam, Laos, and Cambodia.

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