



Adventist Development & Relief Agency

Job Description

Project Coordinator

ORGANIZATION BACKGROUND	<p>ADRA is a global network of independent humanitarian organizations established in 1984 by the Seventh Day Adventist Church for the specific purpose of providing individual and community development and disaster relief. ADRA Thailand works with people in poverty and distress to create just and positive change through empowering partnerships and responsible action. ADRA Thailand has served vulnerable and marginalized people in Thailand through community development initiatives targeting Food Security, Economic Development, Primary Health and Education. ADRA Thailand's emergency response initiatives provide aid to disaster survivors and people fleeing active conflict from Myanmar.</p>
PROJECT BACKGROUND	<p>ADRA Thailand has been implementing Human Trafficking Vulnerability Reduction Program for more than ten years. This <i>Trafficking Reduction Utilizing Sustainable Technologies</i> is part of this program. It starts in January 2017 and will end in December 2017. The project aims to reduce individual and community vulnerability to human trafficking within 4 marginalized ethnic communities in Northern Thailand. The project will be implemented in the ADRA Thailand's Keep Girls Safe shelter located in Mae Lao District as well as in Mae Suay, and other districts in Northern Thailand.</p>
PROJECT	Trafficking Reduction Utilizing Sustainable Technologies
POSITION TITLE	Project Coordinator
LOCATION	Mae Lao District or other district of Chiang Rai
REPORTING TO	Program Director
SUPERVISING	None
HOURS OF WORK	39 Hours Per Week
BENEFIT/INSURANCE	Life and Health Insurance, Provident Fund, Social Fund
SALARY POLICY	Per ADRA Thailand Wage Scale for local staff
TERMINATION	30 days Notice Required
JOB OVERVIEW	The Project Coordinator is responsible for the overall operation of the project. To ensure high quality project implementation and supervision of project activities according to the project plan.
JOB RESPONSIBILITIES	<ul style="list-style-type: none"> ▪ To ensure high quality project implementation ▪ To ensure quality and timely reporting on project progress ▪ To ensure proper project staff supervision

	<ul style="list-style-type: none"> ▪ To ensure transparent and correct project related financial transactions and recording ▪ Transparent and adequate communication and coordination with Program Department ▪ To coordinate well with Project Managers of other ADRA projects ▪ To ensure project expenditure within the budget ▪ To monitor day to day project implementation to achieve planned results ▪ To be able to develop small project proposals ▪ To conduct needs assessment in the communities ▪ To coordinate well with the local technical institutions or individuals to obtain technical support for the project ▪ To be able to coordinate with the communities to host foreign volunteer groups ▪ To communicate with volunteer groups regularly and timely ▪ To develop work plans and schedules for volunteer groups ▪ To develop detailed implementation plan with the project team ▪ To be responsible for quality and timely mid-term and final project reports ▪ To represent ADRA in all relevant coordination meetings within the project target area ▪ To provide updated project data upon request ▪ To ensure project implementation according to DIP and to regularly update and revise DIP and log-frame as needed and appropriate in close communication with Program Director ▪ Perform other tasks as required by the Program Director
<p>Measurability (KPIs)</p>	<ul style="list-style-type: none"> ▪ Outputs achieved as planned ▪ Tasks and responsibilities carried out according to agreed work plans ▪ High quality reports produced and submitted to Program Director ▪ Ensure funds are spent in line with the budget ▪ ADRA Thailand policies followed
<p>EMPLOYMENT STANDARDS</p>	<p>Minimum Skills & Education Required:</p> <p>Educational Qualifications:</p> <ul style="list-style-type: none"> ▪ Bachelor's degree or Master's degree in Community Development or related field. <p>Experience:</p> <ul style="list-style-type: none"> ▪ Minimum of 5 year experience in community development or in management positions equal to the position responsibilities outlined above. ▪ Knowledge on agriculture is an advantage. ▪ Work experience in building small water systems for the community is valuable. <p>Language Skills:</p> <ul style="list-style-type: none"> ▪ Thai as native language; ▪ Excellent command of spoken and written English; ▪ Able to write reports in English.

	<p>Skills and Abilities:</p> <ul style="list-style-type: none">▪ Significant experience in working with hill tribe communities▪ Capacity and experiences to facilitate high quality trainings▪ Strong team spirit and experience of being a team leader (preferably at least 3 years) ▪ Ability to work under pressure and to cope with multi-tasking▪ Ability to interact in a sensitive and diplomatic way▪ Ability to work independently▪ Ability to travel among communities▪ Strong sense of responsibility▪ Computer proficiency in Microsoft Office▪ High level of flexibility and self-motivation▪ Strong cross cultural and interpersonal skills
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