



## Adventist Development & Relief Agency

### Job Description

## *Field Coordinator*

<b>ORGANIZATION BACKGROUND</b>	<p><b>ADRA</b> 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>
<b>PROJECT BACKGROUND</b>	<p>The project's overall objective is to strengthen and empower marginalized and vulnerable migrant workers in Mae Sot, Tak Province, Thailand. The project aims to strengthen capacity of local CSOs both Thai and Migrant Workers-led organizations, to be able to effectively advocate for the improvement of labor and human rights of vulnerable migrants in Mae Sot. It is also focuses on strengthening the collaboration between Royal Thai Government (RTG) and CSOs in order to maintain strong partnership for migrant advocacy network. ADRA will achieve this by building the capacity of the local CSOs to engage in policy dialogue through the INGO platforms and engagement with the private sector, and government duty bearers. The project also plans to enhance collaboration between CSO's and government stakeholders to bring about improved health and safety conditions for migrant workers.</p>
<b>PROJECT</b>	Enhanced Capacities for Migrant Advocacy (ECMA) Project
<b>POSITION TITLE</b>	Field Coordinator
<b>LOCATION</b>	Mae Sot District
<b>REPORTING TO</b>	Project Manager
<b>SUPERVISING</b>	None
<b>HOURS OF WORK</b>	39 Hours Per Week
<b>BENEFIT/INSURANCE</b>	Life and Health Insurance, Provident Fund, Social Fund
<b>SALARY LEVEL</b>	Per ADRA Thailand Wage Scale for local staff
<b>TERMINATION</b>	30 days Notice Required
<b>JOB OVERVIEW</b>	The Field Coordinator is responsible for project activities according to DIP and in consultation with CSOs. To ensure a good flow of information between the beneficiaries (field), local stakeholders and the Project Manager.

<p><b>JOB RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>▪ To ensure proper coordination of project activities according to DIP and in consultation with the partnering CSO's;</li> <li>▪ To help ensure a good flow of information between the beneficiaries (field), local stakeholders and the Project Manager;</li> <li>▪ To monitor and assess the progress and situation of the partnering CSOs regularly;</li> <li>▪ To work with partnering CSOs closely to build their capacities;</li> <li>▪ To ensure quality and timely reporting on project activities to the Project Manager;</li> <li>▪ To attend local network/coordination meetings;</li> <li>▪ To make preparation for workshops;</li> <li>▪ To be able to facilitate trainings to CSOs after coaching from external consultant;</li> <li>▪ To assist the Project Manager to implement capacity building activities for CSOs;</li> <li>▪ Coordinate TOT programs for CSOs;</li> <li>▪ Collect relevant project data from CSOs and put into M &amp; E system;</li> <li>▪ Able to translate documents from CSOs from Burmese to English;</li> <li>▪ Able to write an event report after a workshop/training event;</li> <li>▪ Participate and contribute in weekly staff meeting;</li> <li>▪ Other tasks required by the Project Manager</li> </ul>
<p><b>Measurability (KPIs)</b></p>	<ul style="list-style-type: none"> <li>▪ Outputs achieved as planned</li> <li>▪ Tasks and responsibilities carried out according to agreed work plans</li> <li>▪ High quality reports produced and submitted to Project Manager</li> <li>▪ Ensure funds are spent in line with the budget</li> <li>▪ ADRA Thailand policies followed</li> </ul>
<p><b>EMPLOYMENT STANDARDS</b></p>	<p><b>Minimum Skills &amp; Education Required:</b></p> <p><b>Educational Qualifications:</b></p> <ul style="list-style-type: none"> <li>▪ Bachelor's degree or higher</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>▪ Significant experience in working with migrant workers, local CSOs, and advocacy (at least 2-3 years).</li> </ul> <p><b>Language Skills:</b></p> <ul style="list-style-type: none"> <li>▪ Fluent in English <b>and</b> Burmese (written and oral)</li> <li>▪ Fluent in spoken Thai is a plus</li> </ul> <p><b>Skills and Abilities:</b></p> <ul style="list-style-type: none"> <li>▪ Significant experience in working with migrant communities</li> <li>▪ Sound computer skills in word, excel, and powerpoint</li> <li>▪ Ability to work under pressure and to cope with multi-tasking</li> <li>▪ Ability to interact in a sensitive and diplomatic way</li> <li>▪ Outgoing and confident personality</li> <li>▪ Transparent, organized and responsible work style</li> </ul>