



## Adventist Development & Relief Agency

### Job Description

## *Program Coordinator (Technical)*

<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>POPULATION FOCUS</b>	<p>Currently ADRA Thailand is focusing on four vulnerable and marginalized groups: Refugees, Migrant workers, Children who are at risk of being trafficked and exploited, ethnic minority hill tribe peoples and remote rural Thai communities.</p>
<b>POSITION TITLE</b>	Program Coordinator (Technical)
<b>LOCATION</b>	Mae Sot, Tak Province and temporary shelters (refugee camps)
<b>REPORTING TO</b>	Program Director
<b>SUPERVISING</b>	None
<b>HOURS OF WORK</b>	39 Hours Per Week
<b>BENEFIT/INSURANCE</b>	Per ADRA Thailand Wage Scale for Expatriates
<b>SALARY POLICY</b>	Per ADRA Thailand Wage Scale for Expatriates
<b>TERMINATION</b>	60 days Notice Required
<b>JOB OVERVIEW</b>	<p>The Program Coordinator (technical) is responsible for supporting the project managers/coordinators of refugee and migrant programs, with a particular focus on supervising and strengthening the monitoring and evaluation system of these projects.</p>

<p><b>JOB RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>▪ Supporting Project Managers/Coordinators to ensure the successful implementation of project objectives and activities</li> <li>▪ Providing guidance to solve issues identified (this includes regular project monitoring and evaluation)</li> <li>▪ Providing technical support to project M&amp;E Officers to ensure the M&amp;E system is functioning well to capture quantitative and qualitative data</li> <li>▪ Writing quarterly and end of project reports in English in a timely manner to be submitted to Program Director</li> <li>▪ Support the external evaluations organized by ADRA or by donors</li> <li>▪ Attending partner, sector meetings, networking meetings in the field and in Bangkok as necessary</li> <li>▪ Supporting frequent and transparent communication with Program Director and Project Manager</li> <li>▪ Performing regular monitoring and evaluation in line with ADRA Thailand and donors standards</li> <li>▪ Involving in communication with donors or lead agency as assigned by Program Director</li> <li>▪ Supporting Program planning</li> <li>▪ Performing other tasks as required by the Program Director</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 Program Director</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 Master's degree in international development or related field.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>▪ Minimum of 3 year experience in development field related to the position responsibilities outlined above,</li> <li>▪ Knowledge and experience in M&amp;E is required,</li> <li>▪ Experience in report writing.</li> </ul> <p><b>Language Skills:</b></p> <ul style="list-style-type: none"> <li>▪ Excellent command of spoken and written English;</li> <li>▪ Understanding Thai is an advantage but not a requirement</li> </ul> <p><b>Skills and Abilities:</b></p> <ul style="list-style-type: none"> <li>▪ Ability to mentor and build up skills of others</li> <li>▪ Able to work independently as well as in a team</li> <li>▪ Able to work in diverse culturally setting</li> <li>▪ Proven coordination skills with multi-stakeholders</li> <li>▪ Strong sense of responsibility</li> <li>▪ Strong interpersonal skills</li> <li>▪ Ability to take initiative and prioritize work</li> </ul>



- Strong managerial skills, high level of flexibility and self-motivated.