



Job Announcement

Employment Opportunity Adventist Development and Relief Agency (ADRA) THAILAND

ADRA has been working with vulnerable and marginalized communities in Thailand since 1984. ADRA works with people in poverty and distress to create just and positive change through empowering partnerships and responsible action.

ADRA Thailand is currently seeking applicants to work at our office in Mae Sot district, Tak province in the project of Enhanced Capacities for Migrant Advocacy (ECMA) as detail below

1. Monitoring and Evaluation Officer

Responsibilities:

The M&E Officer conducts and designs monitoring system and tools based on the log frames of project proposals.

- To set up, assess, revise, and maintain effective M&E systems in cooperation with Project Management
- To assess current monitoring tools, revise and/or prepare new monitoring tools as needed in the M&E plans to ensure measurement of relevant indicators
- Support the improvement of Projects and Programs in close collaboration with key personnel (Program Director, Program Coordinators, Project Managers)
- To provide capacity building to partner organizations and project staff to ensure data collection according to the M&E plans
- To design tools to capture qualitative and quantitative data
- To be able to write event reports after project events
- To be able to write success stories to illustrate project impact
- Be responsible for compiling data according to the M&E plans (internal and external data), preparing and analyzing project data to improve project performance
- Support project evaluators/evaluations
- Assist Project Manager/Program Coordinator in preparing quarterly and annual reports
- Perform other M&E tasks as required.

Preferred candidates are expected to meet the following:

Educational Qualifications:

- Bachelor's degree or higher

Experience:

- Familiar with the migrant context of Thailand;
- Experience working with NGOs in the field of management or monitoring and evaluation (2-3 years preferable).

Language Skills:

- Fluent in English **and** Thai (written and oral)
- Fluent in Burmese is a plus

Skills and Abilities:

- Significant experience in working with migrant communities
- Sound computer skills in word, excel, and powerpoint
- Ability to work under pressure and to cope with multi-tasking
- Ability to interact in a sensitive and diplomatic way
- Team spirit
- Transparent, organized and responsible work style

Only short-listed applicants will be contacted. If you are interested please submit your CV and any related documents to our Human Resource Department

by June 30, 2017

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