



Job Description

Position Title: -Technical and Communication Coordinator
Department/Country Program: South East Asia Program – Thailand Country Office
Responsible 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 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 mobile migrants population since 2004, with current projects mostly focus to 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 awarded as a Sub Recipient of the Global Fund RAI2E regional component to host the regional malaria Civil Society Organization (CSO) platform, GMS for 2018-2020. 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 aims to provide common space to all the CSOs from the GMS that are working on malaria or working with key-affected communities in the region through other development programs, including to 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 Technical & Communications Coordinator will provide technical and communication support to all aspect of Malaria CSO platform activities. This would include supervising the progression and planning of technical components of projects as well as the assuring technical quality ensuring that platform is inline and contributing to the Regional strategies. The Technical and communication officer will lead on day to day coordination with partners, information sharing to them and provide support to project manager in overall project related work. This position will also play a key role in identifying and advising on upcoming opportunities for expansion of the ARC South East Asia program and development of proposals.

Primary Duties/Responsibilities

	% of time
Implementation: <ul style="list-style-type: none"> Works with Project Manager in the implementation of platform activities and monitor achievement of targets as outlined in the project work plan Coordination and communication with platform network, steering committee, donor and other related stakeholders/partners Take charge in ensuring up-to-date information and best practices are gathered and shared to partners through different means. 	60%

<ul style="list-style-type: none"> Supporting the development of work plan (monthly, quarterly and annual), required tools for the project, TORs and guidelines for the platform activities and steering committee and project management team. Taking lead in ensuring project experiences and successes of partners are appropriately captured, analyzed, documented and disseminated, and promote cross project learning and effective coordination across all projects through reports, presentations, monthly newsletter and publications Responsible for preparing content and material for the platform website, social media, and newsletter. Update platform website, social media and database regularly with new information, event and reports Initiate writing community story and summary of partners project activities which are taken as a best practice and share that to wider network regularly Support Project Manager in preparation of project progress reports including programmatic and financial report Support to planning, preparation and organizing CSO platform consultations, field visits, and training. Prepare advocacy message, materials tools and for the platform advocacy activities Provide support to Project Manager for communication and collaboration with the platform steering committee, project management and project staffs for implementation of platform activities. This also includes identifying new network member of the platform and update them the platform activities 	
Strategic Partnership and Support <ul style="list-style-type: none"> Develop a partnership with government institutions, the private sector, communities, development partners, CSO country partners in consultation with RAI RSC and UNOPS and engage them regularly in platform activities Maintain a good working relationship and close collaboration with existing partners and increase platform network Participate and support the relevant technical working groups and communities of practice of Malaria CSO partners, ensuring the active participation of the platform. Contribute to maintaining ARC presence and a high standard of representation in meetings with other INGOs, donors, Government agencies, and other interagency groups. Closely monitor the technical outputs of all project leads, regularly identifying training and capacity building needs and opportunities. 	25%
Project Development <ul style="list-style-type: none"> Support the SEA Region on the development of new projects and program expansion. Contribute to the identification, development, writing and presentation of funding proposals and budgets including playing an active role in the identification of partners and collaborators. Assist in writing reports, proposals, and other documents as needed 	10%
Miscellaneous <ol style="list-style-type: none"> Maintain an inventory of project supplies. Adhere to established safety/security policies and procedures. Adhere to the prevention of sexual abuse and exploitation code of conduct, sexual misconduct policy, and consensual relationships policy. Other tasks as assigned by the Project Manager. 	5%

Technical Skills & Knowledge Required

<ol style="list-style-type: none"> Bachelor's degree in health or related field. MPH or graduate degree in closely related field is preferred. Minimum of 3 years of progressive experience in public health program design and implementation (preferably malaria), with a focus on project coordination, preferably with an NGO and INGOs

3. Experience in health project (preferably malaria) implementation, data collection, analysis and interpretation and/or using data to identify and meet program needs and contributing to policy in low income countries.
4. Knowledge and understanding of community and their health issues in poor and rural setting in the GMS and able to develop advocacy plan and strategy for their better health
5. Knowledge of community advocacy
6. Good skills and knowledge of report writing, story writing, updating website and social media
7. Able to lead project activities with minimum guidance and supervision
8. Strong knowledge on project cycle management and logical framework approach
9. Proficient in English language ---Thai or other GMS languages are an asset
10. Effective in building strategic partnership and maintaining network of contacts
11. Experience and or understanding community health issues and their need in the GMS or similar setting
Demonstrated technical knowledge of malaria treatment and public health interventions against infectious diseases

Key Behaviors & Abilities

1. Ability to work in resource-constrained settings
2. Team player, with excellent coordination and communication skills.
3. Ability to work and live in basic conditions.
4. Positive thinking
5. Willing to travel in a rural area of Thailand and other GMS countries in short notice

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.