Open to Internal and External Candidates

Position Title: **Field Coordinator**

Duty Station: **Mae Sot, Thailand**

Classification: **General Service Staff (UG) THB 30,000.00 per month**

Type of Appointment: **Special Short –Term Contract, 06 months with possibility of extension**

Estimated Start Date: **As soon as possible**

Closing Date: **March 01, 2018**

Reference Code: **CFCV024/2018**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

**Context:**

Under the direct supervision of the Global Fund (Malaria) Project Coordinator and general supervision of Chief Medical Officer, the incumbent will provide assistance in coordination and implementation activities associated with the Global Fund RA12E Project.

**Core Functions / Responsibilities:**

Particularly, he/she will carry out the following duties:

**Project Management Functions:**

1. Provide ongoing technical supervision and management of the Project staff, i.e., Field Assistants, Community Workers and Volunteers in planning, implementing, evaluating and documenting activities, such as community outreach, health campaigns and/or support to the health services provided in the health facilities of the targeted districts.

2. Participate and represent the project in provincial, district and agencies meetings, workshops and other conferences, as deemed necessary in the interest of the achieving the objectives of the project.

3. Reporting on achievements, projects, problems encountered, contribute to regular pertinent developments and strategic needs in the project or in the Thai migration health context related to the project, including training of IOM Staff.
4. Prepare and ensure timely submission or monthly or quarterly field reports following the project management information systems which enable the proper monitoring of implementation progress, enable donors reporting and assist in evaluation of the project.

5. Liaise and coordinate project activities with project partner agencies including Provincial Health Offices (PHOs) and ensure that project objectives are met as indicated in the Global Fund performance framework.

6. Coordinate with the PHOs to set up the project team in the target province(s).

**Technical Functions;**

1. Support conducting of mapping survey (work sites) in order to quantify needs and gaps in the target villages and provinces.

2. Oversee and manage distribution of long-lasting insecticide-treated bed nets (LLINS) to target beneficiaries, including management of delivery and storage of LLINS, liaising with Provincial Health Offices (PHOs), monitoring distribution and stock levels, and recording data in Management Information System (MIS).

3. Support development of Behaviour Change Communication (BCC) strategy for migrants and mobile populations, including through the overseeing of (a) community mapping exercise to identify communities and households where risk populations live and work in the relevant provinces of responsibility and (b) formative assessment in target provinces to identify migrants at high-risk of malaria and to identify modes of reaching these populations with information and mechanisms for malaria prevention and treatment.

4. Support the development and establishment of health committees at the local level by co-chairing meetings of the committee at the provincial level and assisting the local health authorities in organizing and participating in district, and engaging community leaders and employers through periodic meetings and community mobilization activities.

5. Arrange and oversee training for community health workers and volunteers in active foci villages (A1) in target provinces;

6. Support the establishment of community networks, which will be established through the community health workers and volunteer with the aim of improving information sharing on malaria in source, transit and destination communities and at work sites.

7. Monitor and report on all activities in the field, including distribution of LLINs and malaria education sessions, through monitoring and evaluation (M&E) system for malaria.

8. Perform such other duties that may be assigned.

**Required Qualifications and Experience**

- University Degree in Public Health, Law or International Relations, Social Development or other relevant fields;
- Strong management skills, demonstrated by at least five years’ work experience managing migrant health related projects for international organizations or government institutions. Two years direct experience on training, health promotion and service delivery, and Communicable Disease Control for migrant populations;
Experience managing GF grants is an asset.

- Sound knowledge of project implementation and evaluation and familiarity with financial and business procedures; Sound organizational and coordination skills.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds;
- Team oriented but with a capacity to work independently;
- Strong personal commitment, efficiency, flexibility, and drive for results;
- Good writing and communication skills;
- Computer literate;
- Ability to drive 4-wheel-drive vehicle and possess a driving license for private vehicles is a strong advantage;

Languages

- Fluency in Thai and English. Ability to communicate in Karen, Burmese or Shan is an advantage.

**Required Competencies**

The incumbent is expected to demonstrate the following competencies:

- **Accountability** – takes responsibility for action and manages constructive criticisms
- **Client Orientation** – works effectively well with client and stakeholders
- **Continuous Learning** – promotes continuous learning for self and others
- **Communication** – listens and communicates clearly, adapting delivery to the audience
- **Creativity and Initiative** – actively seeks new ways of improving programmes or services
- **Leadership and Negotiation** – develops effective partnerships with internal and external stakeholders;
- **Performance Management** – identify ways and implement actions to improve performance of self and others.
- **Planning and Organizing** - plans work, anticipates risks, and sets goals within area of responsibility;
- **Professionalism** - displays mastery of subject matter
- **Teamwork** – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- **Technological Awareness** - displays awareness of relevant technological solutions;
- **Resource Mobilization** - works with internal and external stakeholders to meet resource needs of IOM (optional depending on position level)

**Other**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

**How to apply:**

Interested candidates are invited to submit their applications along with a duly completed IOM Personal History Form to the IOM Bangkok Human Resources Unit at e-mail bkkrecruitment@iom.int by **March 01, 2018** at the latest. The form can be downloaded from [https://thailand.iom.int/sites/default/files/Recruitment/IOM%2BPersonal%2BHistory%2BForm%2B2012%2B.xls](https://thailand.iom.int/sites/default/files/Recruitment/IOM%2BPersonal%2BHistory%2BForm%2B2012%2B.xls) Kindly indicate the reference code **CFCV024/2018** followed by your full name in the subject line.

Applications should include: a) a cover letter, indicating the dates of availability; b) a curriculum vitae; c) a duly completed IOM Personal History Form (may be downloaded from [thailand.iom.int](https://thailand.iom.int));

Only shortlisted candidates will be contacted.

**Posting period:**
From 15.02.2018 to 01.03.2018