



**URGENT!**

**TBC is now recruiting...**



**3 Emergency Operations Officers**

**(Mae Sot, Mae Hong Son, Kanchanaburi)**

The Border Consortium (TBC) works with conflict affected communities in SE Burma/Myanmar and 9 refugee camps in Thailand building preparedness for return and reintegration of displaced people. Through local partners and community led processes, TBC supports access to Food, shelter, capacity building for community management, and rehabilitation of conflicted affected communities. Now we are **URGENTLY** seeking **3 Emergency Operations Officers (Mae Sot, Mae Hong Son and Kanchanaburi)** to join the team.

**Job Purpose:**

Prime responsibility to support day-to-day operational effectiveness of the Field Office team in the areas of emergency and crisis response programmes and implement emergency response activities for newly displaced people along Thai border.

**Reporting Line:**

This job reports to the Field Coordinator.

**Type of Employment/ Location:**

1 Full time / Mae Sot, Thailand

1 Full time / Mae Hong Son, Thailand

1 Full time / Kanchanaburi, Thailand

**Job Responsibilities:**

**3.1 Field Operation**

1. In conjunction with the TBC Field Data Officer, and by the field site workplan, help manage and guide TBC's implementation in the camps with a focus to fulfill the overall field operation management.
2. Liaise and cooperate with relevant PWG members in the area, and camp committees during programme implementation in the camps.
3. Share the challenges found with TBC's Field Coordinator so that h/she can address the issues in a timely manner.
4. Support the Field Operations Team to assess and report on outputs and impact of programme delivery prioritizing that pertaining to the most vulnerable in the community.
5. Take up some other work duties within the respective field teams

6. Provide accurate, required data for any required reporting relating to the programme in a timely and well-presented manner
7. Ensure that the activities are managed effectively and in line with TBC policies and frameworks in association with partners and field teams
8. Regularly travel to project location sites to monitor activities and address needs
9. Contribute to the development of plans with the team in accordance with TBC strategy

### **3.2 Occasional Significant Duties**

1. Contribute to meetings and forums relating to contingency planning for new arrivals.
2. Report to TBC Senior Management if required.
3. Liaise with the TBC Shelter Team Leader about shelter-related contingency.

#### **Job Requirements:**

- High School Diploma or equivalent certification and experience
- 3-5 years of experience in humanitarian work and/or very good knowledge of refugee situation along the Thai-Burma border
- Strong Thai and Karen language skills; Burmese and English would be an advantage.
- Computer skills with good understanding of Excel and Word.
- Cross-cultural understanding

**Application Closing Date** : 16 December 2022

**Expected Start Date** : January 2023

#### **How to Apply:**

- Please submit a current CV/resume including 2 references and a cover letter explaining why you are suitable for this post to [hr@theborderconsortium.org](mailto:hr@theborderconsortium.org)
- Only short-listed candidates will be contacted.

**\*TBC is an equal opportunity employer that values diversity at all levels.\***

***(Minorities/Females/People with Disabilities)***