



EUROPEAN COMMISSION
Directorate-General for European Civil Protection and Humanitarian Aid
Operations - ECHO

Regional Office – Bangkok, Thailand

VACANCY ANNOUNCEMENT

The European Commission's Directorate General for European Civil Protection and Humanitarian Aid Operations (ECHO) funds relief operations for victims of natural disasters and conflicts outside the European Union. For humanitarian aid, the Commission works with about 200 operational partners, including United Nations agencies, the Red Cross/Crescent movement and non-governmental organizations (NGOs). Aid is channelled impartially, straight to victims, regardless of their race, ethnic group, religion, gender, age, nationality or political affiliation.

ECHO Regional Office in Bangkok is seeking to recruit one national staff to be based in Bangkok for the following position of:

Programme Assistant for Disaster Risk Reduction/Resilience Ref 2016-11 – PA DRR/Resilience

The candidate needs to demonstrate the following criteria:

- A relevant first level university degree or equivalent professional experience;
- Minimum 5 years of relevant experience at national or international level in supporting programme/project operations, including experience with an NGO's, donor, or national/international organisation;
- An experience of at least 3 years in Disaster Risk Reduction/Resilience will be an asset;
- Previous experience in the humanitarian and/or development sectors, with a multilateral or international organization;
- Good understanding of Humanitarian Aid principles, policies and standards;
- Good knowledge of the EU humanitarian aid system preferable;
- Good knowledge of International NGOs, UN Aid agencies and Red Cross Movement;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.);
- An excellent knowledge of English;
- Thai citizenship or foreigners holding a valid work and residence permit to live and work in Thailand.

As a part of a small but dynamic team, the **Programme Assistant for Disaster Risk Reduction/Resilience** will carry out activities under the guidance of the ECHO/Technical Assistant. For the detailed activities, see attached Terms of Reference (TOR) for the position.

Applications consist of:

- a cover letter setting out the candidate's motivation and suitability for the position;
- a detailed CV in the attached [Europass CV template only](#) ; and
- academic and employment certificates certified true copy by the applicant;
- a copy of the valid work and residence permit to live and work in Thailand.

It should be sent by email to echo-administration.bangkok@echofield.eu until 17:00hrs (Bangkok time) on **Friday 18 November 2016 at the latest**. The reference of the position must be clearly indicated in the subject line.

Only the short-listed candidates will be contacted.

Any form of canvassing, soliciting or influencing will be treated as grounds for disqualification.