



EUROPEAN COMMISSION

DIRECTORATE-GENERAL CIVIL PROTECTION AND HUMANITARIAN AID OPERATION - ECHO

ECHO Regional Support Office – Bangkok, Thailand

VACANCY ANNOUNCEMENT FOR THE POST OF PROGRAMME OFFICER (Group I) Ref 2019-01 – PO

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 announces a position for a Programme Officer for its Office based in Bangkok. The vacancy announcement is open for all persons of Thai nationality and holding a valid Thai residence permit in Thailand.

ECHO is an equal opportunities employer. We welcome applications from all suitably qualified persons. The candidate needs to demonstrate the following criteria:

PROFILE

Education:

- A relevant second level university degree or equivalent professional experience.

Knowledge and Experience:

- Minimum 5 years of relevant experience at national or international level in managing programme/project operations., including at least 2 years of experience with an NGO's, donor or national/international organisation;
- Very good knowledge of the EU humanitarian aid system;
- Very good knowledge of International NGOs, UN Aid agencies and Red Cross Movement;
- Very good understanding of Humanitarian Aid principles, policies and Standards;
- Able to work independently with no direct supervision;
- Excellent drafting skills;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc)

Languages:

- An excellent knowledge of English (verbal & writing) is essential.
- Fluency in Thai (verbal & written)

JOB DESCRIPTION

As a part of a dynamic team, Programme Officer carries out activities to ensure that effective humanitarian response is delivered. He/She conducts assessments; develops strategies and represents ECHO when appropriate. The program officer may be asked to run an office and supervise staff in the absence of a TA or, when in an RSO, be in charge of regional overview tasks.

Applications MUST comprise of:

- a cover letter (maximum of 1 page) setting out the candidate's motivation and suitability for the position;
- a detailed CV(maximum of 3 pages) in the attached European CV Template only; and
- academic and employment certificates certified true copy by the applicant;
- The name, position and contact number/details (telephone, e-mail) of three references, one of them being from the last employer;
- a copy of the valid work and residence permit to live and work in Thailand (in case of non-Thai)

CONTRACT

The contract is initially for one year with possibility of renewal subject to a 4 months probationary period. Employment is expected to start in April 2019. As an indication, the monthly basic salary at step 5 of group I is **THB.178, 587** which corresponds to an average basic salary with 10 years of work experience. (The salary is subject to local taxes).

Besides the basic salary, the employee will receive disability / retirement allowance, a 13th salary, transportation allowance, as well as a medical coverage.

Applications should be sent by email to **echo-administration.bangkok@echofield.eu** until 17:00hrs (Bangkok time) on 25/01/2019 at the latest. The reference of the position “**Programme Officer (refer THA 01/2019)**”, 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.