



URGENT!

TBC is now recruiting...



Shelter Officer (Mae Sot)

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 **Shelter Offer (Mae Sot)** to join the team.

Job Purpose:

To provide overall management and supervision for the implementation of the TBC Shelter Program, including all related projects and activities in the respective field sites and camps. To assist in the development, delivery, monitoring, and evaluation of shelter programme activities and provide program delivery support at the camp level to camp-based shelter staff and camp management staff according to relevant guidelines and procedure. Coaching of any other additional shelter activities including CDNRM activities and providing field support to Shelter Team Leader and site Field Coordinators.

Reporting Line:

This job reports to Respective site Field Coordinators in close collaboration with Shelter Team Leader.

Type of Employment/ Location:

Full time / Mae Sot, Thailand

Job Responsibilities:

3.1 Core Responsibilities & Duties

- 1) Supervise, assist and monitor shelter staff in TAK and KAN camps (ML, UM, NP, BDY and TH) for implementation of all shelter activities -shelter Needs Based Assessment activities through all phases of programme implementation; building material delivery; and any other shelter related activities. Ensure program objectives are carried out in accordance with relevant guidelines and procedure. This applies to new construction and maintenance of refugee shelters, warehouses, and community buildings as appropriate.
- 2) Liaise and cooperate with all relevant partners during program implementation. Prepare and communicate activity plans for camp shelter staff in ML, UM, NP, BDY and TH and Camp and Section Committees and provide regular updates on program process. Keep TBC line management informed on proposed and ongoing activities in order to ensure coherent program implementation in TAK and KAN camps.
- 3) Initiate needs-based assessments for required building materials of households in cooperation with shelter staff in accordance with established procedure. Build up a data base with information collected from the field. Ensure that assessment objectives are met and that refugee material requests are within given entitlements and reflect actual material needs. Summarize shelter material requests for material procurement process and draft shelter budget for TAK and KAN camps.

- 4) Provide annual training and regular mentoring to shelter staff and to relevant section staff related to Needs Based Assessment tools, forms and processes.
- 5) Analyze and assist preparing project proposals for maintenance and new construction of warehouses and community buildings which are submitted by camp management staff or other partners. Ensure that project proposals are an economical response to the actual needs and that proper construction techniques are applied. Verify submitted shelter material requests and whether quantity and quality of requested material items are in conjunction with planned works. Ensure that responsibilities for project implementation are clear and that resources for realization of works are secured.
- 6) Ensure in close cooperation shelter and section staff that shelter material quality control procedure are properly implemented in accordance with set contractual conditions, and established procedure. Follow up shelter material distribution plan and assure that refugee families and other partners are receiving allocated type and amount of shelter materials as per assessment or by project proposal. Follow material delivery schedule and report on shortcomings of material deliveries by the suppliers at the earliest possible stage. Propose relevant measures for rectification and revise delivery schedules as appropriate.
- 7) Follow up and support construction activities of refugee families in close cooperation with shelter staff with special focus on vulnerable families. Identify vulnerable families who need support during construction period and develop assistance plan together with shelter staff. Overview construction practices and intervene as appropriate in order to achieve quality construction results what will extend durability of refugee shelters. Document program process and prepare written and visual report for future training and awareness.
- 8) Supervise and administer any income-generating and/ or other pilot shelter activities as e.g. concrete post/block training, bamboo furniture training, community forest management, treatment of shelter components, bamboo growing etc in cooperation with relevant stipend staff and camp officials. Promote and advocate such activities as appropriate and in accordance with the project goals. Liaise with external technical consultants and ensure that relevant recommendations are implemented. Report on any deviation of project developments and recommend adjustments as needed.
- 9) Lead and guide the community in CDNRM activity implementation in ML, UM, NP, BDY and TH in a participatory manner with the collaborative committees, camp committees, consultants and stakeholders (when needed in all camps)
- 10) Assist and guide the CDNRM work plan development of the partner groups, as well as the activity implementation, reporting, monitoring and evaluation of progress of achievements.
- 11) Oversee the CDNRM activities in close collaboration with camp committees and local partners and coordinate with external consultant, stakeholders, other NGOs and CBOs
- 12) Verify shelter program achievements and analyze whether results are in conjunction with defined plans. Identify short-comings and propose possible measures for rectification. Record the shelter process and provide updates on achievements on a regular base. Report on deviations between program plans and actual program implementation. Draw up lessons learned after each program cycle. Document visually and in writing best bamboo construction practices for the development of a bamboo housing construction manual.
- 13) Work closely with field team and FCs in any other matter related to shelter and CDNRM and provide additional support as required. Follow instructions of FCs and Shelter Team Leader on all shelter program matters and staff related issues as well as day to day activity plans. Deliver monthly shelter report to Shelter Team Leader and FC and communicate any shortcomings immediately.
- 14) Develop and maintain excellent relationships with partners, local organizations and community groups.
- 15) Coordinate and network with camp committee, section and household leaders as well as with other NGOs in matters related to shelter and Environmental Health and Infrastructure (EHI) as appropriate. Represent TBC's Shelter Program including CDNRM activities to other TBC staff, and local partners, then attend meetings and conferences and link the refugee environmental groups with relevant stakeholders and CBOs

3.2 Occasional Significant Duties

- 1) Respond to emergencies as required.
- 2) Provide translation/interpretation services to visitors as required.

Job Requirements:

- High School Diploma or equivalent certification and experience
- 1 year experience in humanitarian work and/or very good knowledge of refugee situation along the Thai-Burma border
- 3 years' experience in bamboo construction and practical knowledge of carpentry skills
- 3 years' experience in training
- 2 years' experience in logistics and quality control
- Strong Thai and Karen language skills; Burmese and English would be an advantage.
- Computer skills with good understanding of Excel and Word.
- Basic understanding of site planning for facilitating housing construction (water and sanitation, drainage, land topography, etc...).
- Driver license and 4WD skills or ability to learn.

Application Closing Date : 24 October 2022

Expected Start Date : December 2022

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
- Only short-listed candidates will be contacted.

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

(Minorities/Females/People with Disabilities)