

1.0 JOB DESCRIPTION				
<b>Position</b> Business Development Field Officer	<b>Department</b> Refugee Services Programme	<b>Reports to</b> Directly to Field Coordinator; indirect technical supervision by IG Coordinator	<b>Reportees / Supervision</b> Camp-based stipend workers	<b>Grade</b> D
2.0 PURPOSE				
In partnership with camp and wider community-based structures, facilitate the implementation of field-level business development programmes and services for beneficiaries, camp structures, CBOs and other partners for Tham Hin and/or MSR refugee camps				
3.0 JOB RESPONSIBILITIES, DUTIES AND TASKS				
3.1 Core Responsibilities & Duties				
<ol style="list-style-type: none"> <li>1. Plan and Conduct Business Development and Management Training for the refugees in Camps.</li> <li>2. Ensure fair and accurate distribution of grants to the refugees who successfully complete the Business Management and Development Training.</li> <li>3. Prepare and submit reports (monthly and specific to activities/programs) to the IG Coordinator and relevant Field Coordinator.</li> <li>4. Provide Business Advisory Services to the entrepreneurs in the camps who have started businesses after accomplishing the Business Training and receiving the grant.</li> <li>5. Ensure continuous mentoring of entrepreneurs/business people in camps with the assistance of stipend workers and prepare timely report on the field activities.</li> <li>6. Supervise and follow up all the business development activities in camps and provide inputs to the stipend workers for effective mentoring activities.</li> <li>7. Coordinate activities with camp committees to involve them in the programs and get their supports for effective implementation of the programs.</li> <li>8. Coordinate longyi and other hand hand-woven product development inside the camps with local partners and producers linked closely with the marketing consultancy initiatives</li> <li>9. Facilitate effective and cooperative coordination with other livelihoods initiative in camps, both within TBBC (i.e. CAN) and with other NGOs/ CBOs.</li> <li>10. Carry out rapid assessments to get information on the status of businesses inside the camps and prepare report on that.</li> <li>11. Train the entrepreneurs on group savings and loan activities and facilitate the process of groups formation and savings mobilization.</li> <li>12. Prepare plans to support groups on savings mobilization, group operation, accounts keeping and provide continuous support on these with the assistance of stipend workers.</li> <li>13. Assess the capacity of stipend workers periodically and report back to IG Coordinator for any need of their capacity development.</li> <li>14. Develop coordination with field staff and other actors in the camp for effective implementation of the program.</li> <li>15. Carry out continuous general situation assessment of the camps with the inputs from IG Coordinator.</li> <li>16. Carry out any other activities delegated by IG Coordinator and Field Coordinator for development of the camp people.</li> </ol>				
3.2 Occasional Significant Duties				
4.0 JOB SPECIFICATION (MINIMUM JOB REQUIREMENTS)				
<b>Education</b>  Diploma or BA in economics, finance, business or accounting	<b>Experience in humanitarian or related</b>  At least 2 years experience working in a field officer capacity with INGO	<b>Experience in specific field or closely related job</b>  <ul style="list-style-type: none"> <li>▪ Small business or other private sector experience</li> <li>▪ Adult training experience</li> <li>▪ T.O.T. experience</li> </ul>	<b>Skills</b>  <ul style="list-style-type: none"> <li>▪ Fluency in English, Thai and Karen</li> <li>▪ Strong computer skills in Windows environment,</li> <li>▪ Cross cultural understanding</li> <li>▪ Business and Marketing proposal writing skills</li> <li>▪ Strong numeracy &amp; accounting skills</li> </ul>	
5.0 DECISION – MAKING & AUTHORITY				
Medium				
Location: Tham Hin and MSR camps			Preparation Date: January,2010	