

1.0 JOB DESCRIPTION				
<b>Position</b> Food Security Officer	<b>Department</b> Programme	<b>Reports to</b> Field Coordinator	<b>Reportees / Supervision</b> None	<b>Grade</b> D
2.0 PURPOSE				
Assist in the development, implementation, monitoring, and evaluation of food security programme activities and provide assistance to partners according to technical guidelines and standards in border camps.				
3.0 JOB RESPONSIBILITIES, DUTIES AND TASKS				
3.1 Core Responsibilities & Duties				
<p><b>Core Responsibilities &amp; Duties</b></p> <ol style="list-style-type: none"> <li>1. Assist in the assessment, monitoring and evaluation of food security projects, including annual nutrition surveys and the CAN project.</li> <li>2. Provide input into the design, delivery and revision of food security projects, specifically those that increase the capacity of partners to implement project.</li> <li>3. Develop and maintain excellent relationships with partners, local organizations and community groups.</li> <li>4. Under the guidance of the Programme Coordinator, Nutrition Manager and Agriculture Manager, provide ongoing assistance, capacity building and training for partners and community groups.</li> <li>5. Facilitate programme implementation by partners and community groups.</li> <li>6. Provide regular feedback from key persons, including partners, residents, and vulnerable groups, on programme activities.</li> <li>7. Assist in identifying, developing, or acquiring appropriate resources to support technical components of the programme, including written translation of materials.</li> <li>8. Participate in development of evaluation tools, and compile and enter data into computer data base for program evaluations and surveys.</li> <li>9. Provide information for analysis and reporting.</li> <li>10. Represent TBBC's Food Security Programme to other TBBC staff, and local partners.</li> </ol> <p><b>Occasional Significant Duties</b></p> <ol style="list-style-type: none"> <li>1. Assume responsibility for continuing programme activities in absence of supervisor.</li> <li>2. Provide interpretation and translation during camp visits, trainings, etc. as required.</li> <li>3. Participate in Field Assistant meetings.</li> </ol>				
4.0 JOB SPECIFICATION (MINIMUM JOB REQUIREMENTS)				
<b>Education</b>  Minimum Requirement – Diploma (high school)	<b>Experience in humanitarian or related</b>  2 in NGO or CBO	<b>Experience in specific field or closely related job</b>  1 year experience OR training in health, agriculture/environment, or related areas.	<b>Skills</b>  Computer (word processing, Excel), Language – English, Thai and Refugee languages of camps being served, cross-cultural skills, 4WD	
5.0 DECISION-MAKING & AUTHORITY				
Minimal				
7.0 APPROVALS				
<b>Supervision: These filed positions are directly supervised by the respective Field Coordinators for everyday supports, administrative and logistics requirements. Overall programme activities and direction is provided through the Programme Coordinator, the Nutrition Manager and the Agriculture Manager.</b>				
Location: <a href="#">Border-Wide</a>			Preparation Date: <a href="#">January 2010</a>	