

1.0 JOB DESCRIPTION

Position	Department	Reports to	Reportees / Supervision	Grade
Humanitarian Response Director	Humanitarian Response	Deputy Executive Director	Field Coordinators, Procurement Manager, Logistics Manager	I

2.0 PURPOSE

Coordinate and supervise TBBC's humanitarian assistance and protection responses, with a focus on food and shelter provision, across nine refugee camps along the Thailand Burma border, while promoting accountable and participatory camp management mechanisms.

3.0 JOB RESPONSIBILITIES, DUTIES AND TASKS

3.1 Core Responsibilities & Duties

Develop, Maintain and Monitor Humanitarian and Protection Standards in all TBBC Field Activities.

- Ensure and/or strive toward the following principles/standards;
 - Code of Conduct for the International Red Cross and Red Crescent Movement and non-Governmental Organisations in Disaster relief
 - Sphere standards: Humanitarian Charter and Minimum Standards in Humanitarian Response.
 - Humanitarian Accountability Partnership (HAP) Standards in Accountability and Quality Management.
 - TBBC Code of Conduct.
- Engage in the shared responsibility for refugee protection with key stakeholders, including RTG, UNHCR and refugee camp committees, with particular focus on promoting access to asylum and non – refoulement.

Field Operations

- Plan and implement humanitarian field activities with each field office border-wide.
- Facilitate coordination and collaboration between Bangkok and the field and between the field offices by ensuring smooth supply chain operations.
- Support the Procurement Manager and procurement staff in ensuring best practice in systems and procedures for the recording and handling of procurement, delivery, receipt, inspection, storage and distribution of all commodities, ensuring compliance to statutory, organization, and donor requirements and regulations.
- Assist Field Coordinators in facilitating and channelling information required for the provision of humanitarian commodities and services including systems and procedures related to the population database, camp warehouse inventories and other data for calculation of supplies required.
- Work with supplies staff to maintain an adequate inventory management system for camp warehouses.
- Oversee timely follow up on commodities which fail inspections and other issues arising out of monthly monitoring reports.
- Support the Logistics Manager and logistics staff in overseeing transport services, vehicle management, training in and monitoring of commodity receipt, storage, distribution and stock reconciliation, and other logistics services.
- Ensure contingency plans for emergency response are up to date in each field site.

Programme Integration and Camp Management

- Facilitate, with the Programmes Director, effective communication and coordination between the Field Coordinators and the Programme Specialists relating to nutrition, agriculture, income generation and shelter support.
- With the Partnerships Director, facilitate effective communication and coordination between the Field Coordinators and the Camp Management Support Programme staff to ensure that the camp management structures are fully recognised and utilised during the planning and implementation of humanitarian activities.

Line Management and Human Resources

- Facilitate an integrated team approach within the field offices and across the organisation.
- Provide direct supervision and support to the five Field Coordinators (FC) managing the five field offices along the Thailand-Burma border.
- Provide direct supervision to the Procurement Manager and procurement staff and the Logistics Manager in Bangkok.
- Ensure that all field coordinators understand their individual and collective responsibilities by facilitating an integrated work-planning process.
- Conduct regular work plan reviews with field coordinators and their teams.
- Maintain individual and team performance management and personal and professional development oversight with field coordinators.
- Work with the Organisational Development Director and the Human Resources Manager in the recruitment, orientation, performance management, training and development, disciplinary and grievance procedures, as required.

Strategic Direction and Organisational Management

- Member of the Senior Management Team and reports directly to the Deputy Executive Director.
- Provide overall direction and leadership in the development and implementation of field activities related to humanitarian response namely in food distribution and the provision of basic relief.
- Participate with the senior management team in developing TBBC's Strategic Plan and associated implementation plans.
- Specifically represent food distribution and basic needs provision in planning.
- Ensure that field activities are in-line with the TBBC strategic plan and assist the senior management team in ensuring that the organisational development initiatives are in-line with the TBBC strategic plan.
- In consultation with Finance Director and the rest of the Senior Management Team develop annual programme budgets and expenditure.

External Relations and Representation

- Coordinate and collaborate with local CBOs in the planning and implementation of humanitarian activities.
- Build positive working relationships with government, local communities, UN, NGOs and other key stakeholders.
- Attend Protection Sub-committee and relevant inter-agency coordination meetings and liaise with other agencies to ensure a coordinated humanitarian response.

3.2 Occasional Significant Duties

- Respond to emergencies, as required.

4.0 JOB SPECIFICATION (MINIMUM JOB REQUIREMENTS)

Education	Experience in humanitarian or related	Experience in specific field or closely related job	Skills
Master degree in programme management, international development, or related field	<ul style="list-style-type: none">- Extensive humanitarian, relief and/or international development experience- A livelihoods development background- Experience working with refugees and/or IDPs- experience overseeing complex monitoring and evaluation systems- experience with one or more of nutrition, agriculture, shelter, income generation sectors	<p>Between 7 to 10 years proven experience in humanitarian or development field with supervisory responsibilities in livelihoods development</p> <ul style="list-style-type: none">- Proven experience in the following areas:-<ul style="list-style-type: none">○ Programme development and management○ M & E○ Strategic planning○ Human resource management	<ul style="list-style-type: none">• Fluency in English, Thai language skills an asset• Data collection and M&E• IT skills• Proposal writing• Logical framework skills• Leadership skills• Representation skills• Analytical skills• Problem solving skills• Understanding and sensitivity to cross-cultural issues• Commitment to and understanding of gender aspects within humanitarian and development programmes

5.0 DECISION-MAKING & AUTHORITY

High

Location: Bangkok

Preparation Date: September 2011