

1.0 JOB DESCRIPTION

Position	Department	Reports to	Reportees / Supervision	Grade
Programmes Director	Programme	Deputy Executive Director	Specialists – Nutrition, Agriculture, Shelter, Income-Generation, Monitoring and Evaluation	I

2.0 PURPOSE

Coordinate and supervise the integration of livelihoods activities and technical inputs from nutrition, agriculture, shelter, income generation, and monitoring and evaluation specialists and their teams into TBBC's humanitarian operations across nine refugee camps along the Thailand Burma border.

3.0 JOB RESPONSIBILITIES, DUTIES AND TASKS

3.1 Core Responsibilities & Duties

Programme Development and Management

- Manage TBBC's livelihood programme and technical specialists in the sectors of nutrition, agriculture, shelter, income generation, and monitoring and evaluation so that synergies are developed and maintained.
- Oversee and ensure that programme activities increase refugee self-reliance, reduce aid dependency and promote livelihood opportunities.
- Work closely with the Humanitarian Response Director and the Field Coordinators to ensure that livelihoods activities and technical inputs are consistently and effectively integrated into day-to-day field activities and operations.

Programme Integration and Camp Management

- With the Humanitarian Response Director, facilitate effective communication and coordination between the Specialists and the Field Coordinators.
- With the Partnerships Director facilitate effective communication and coordination between the Field Coordinators and the Camp Management Support Programme staff to ensure that camp management structures are fully recognised and utilised during the planning and implementation of programme activities

Monitoring and Evaluation

- Supervise the technical and organisational development activities of the Monitoring and Evaluation Specialist.
- Oversee and ensure the use of monitoring and evaluation tools and methodology throughout the programme /project cycle.
- Oversee programme and other organisational staff in developing continuous improvement systems and in facilitating an organisational 'lessons learned' process.
- Develop performance plans and work plans with specialist staff and other programme staff.
- Contribute to the planning and implementation of any internal and external surveys, evaluations and reviews.

Line Management and Human Resources

- Provide direct supervision and support to the programme specialists in the areas of nutrition, agriculture, shelter, income generation, and monitoring and evaluation.
- Ensure that all programme specialist staff understand their individual and collective responsibilities by facilitating an integrated work-planning process.
- Conduct regular work plan reviews with individual and team programme areas.
- Maintain individual and team performance management and personal and professional development oversight.
- 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 reporting directly to the Deputy Executive Director.
- Provide overall direction and leadership in the coordination of technical inputs and results relating to nutrition, agriculture, shelter, income generation, and monitoring and evaluation.
- Participate with the senior management team in developing TBBC's Strategic Plan and associated implementation plans specifically represent livelihood programme and the technical specialist sectors in planning.
- Ensure that livelihood programme and technical specialist sector activities throughout the organisation are in-line with the TBBC strategic plan.
- 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 monitor expenditure.

External Relations and Representation

- Build positive working relationships with government, local communities, UN, NGOs and other key stakeholders.
- Attend relevant inter-agency coordination meetings and liaise with other agencies to ensure coordinated programme planning and implementation.
- Take a leading role within the CCSDPT Livelihoods Working Group and ensure a collaborative and coordinated approach to programming with refugees.
- Explore and develop opportunities for TBBC programmes to better access and share resources with other organisations working in similar livelihood and technical specialist sectors.

3.2 Occasional Significant Duties

- Respond to emergencies, as required.
- Explore and develop relevant new programme areas

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> <p>– Proven experience in the following areas:-</p> <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