



THE FOUNDATION FOR THE KAREN HILLTRIBES IN THAILAND

JOB ADVERT FOR:

MONITORING AND EVALUATION OFFICER

JOB TITLE:	Monitoring and Evaluation Officer
REPORTS TO:	Director of the Karen Hilltribes Trust
LOCATION:	Khun Yuam, Mae Hong Son Province, Thailand (remote working until COVID-19 restrictions permit)
SALARY:	15,000 THB/month
CONTRACT:	Full Time Contract
PROBATION:	Three months
Expected Start Date:	1 st March 2021

BACKGROUND

The Karen Hilltribe Trust (KHT) has worked in Northern Thailand for the past three decades. Our mission is to partner with Karen communities to improve their health, livelihoods, and access to education. By taking a holistic approach to the complex socio-economic issues at hand, we aim to achieve sustainable change by empowering Karen communities to improve their own lives.

As a community-led organisation, KHT's model starts and finishes with the Karen People of Northern Thailand. Our unique approach is based on the expressed needs of target communities and involves their local knowledge in all stages of our projects, including design, implementation, maintenance, and evaluation. Projects are focussed on promoting self-reliance leading to improved well-being, whilst helping Karen communities retain their unique identity and culture. Not only does this approach guarantee projects have a positive impact in the community, but also ensures community ownership and supports long-term sustainability.

Since 1986, KHT has transformed the health and well-being of over 55,643 people through providing clean drinking water, improved sanitation facilities and hygiene education; secured agriculture as a sustainable livelihood for more 18,901 farmers through the construction of flood-resistant irrigation systems; and increased accessed to education for 17,693 children and young people through the provision of school meals, transport and accommodation, and higher education scholarships.

MAIN PURPOSE OF THE POST

The Monitoring and Evaluation (M&E) Officer will be based in KHTF's office in the town of Khun Yuam in Mae Hong Son Province. The M&E Officer will work closely with KHTF's local Karen team, and international Health Programme Officer (HPO), Education and Livelihoods Programme Officer (ELPO) and Director to provide support to projects in the Transforming Community Health and Securing Sustainable Livelihoods Programmes. Work will involve both desk and field work. The successful candidate will be directly responsible for:

- Collecting both qualitative and quantitative data from project sites
- Inputting data into Excel and Word documents
- Providing communities with information prior to and during KHT projects
- Working alongside the local team to help deliver education sessions/presentations, particularly focussing on good hygiene behaviour

MAIN DUTIES AND RESPONSIBILITIES

The M&E Officer will be responsible for the following duties:

1. Conduct project site visits alongside KHTF's local team and/or international HPO and ELPO.
2. Collect qualitative/descriptive data from project beneficiaries through short interviews to create case studies and stories to build our case for support and report on project impact.
3. Collect quantitative data on KHT's projects through conducting surveys with target households and basic water quality tests.
4. Work with the KHT construction team to provide communities with information about KHT projects prior to and during the projects, and organise and deliver hygiene education sessions to communities, ensuring sessions are engaging and accessible for all community members.
5. Liaise with local hospitals, healthcare centres and other relevant local authorities to ensure a targeted approach to hygiene education behaviour change.
6. Input and manage qualitative and quantitative data using Microsoft Excel/Word and sharing data and findings with the KHT team.
7. Translate key project information, and any other necessary materials required, from Thai/Karen into English for use by KHT's HPO, ELPO, and Director, and for KHT's website and social media feeds.
8. Support the Director, HPO and ELPO to produce social media content and website articles.
9. Work closely with the local team, and HPO and ELPO to ensure successful project activities
10. Work with HPO and ELPO to help develop the monitoring and evaluation system.
11. Support development of new project ideas that relate to the Transforming Community Health Programme, Securing Sustainable Livelihoods and Accessing an Education Programmes.
12. Work closely with the KHT team to build capacity and share skills.
13. Represent KHT as and when required and perform other such duties as may be required by the Director and Trustees, which are consistent with the responsibilities of the post.

PERSON SPECIFICATION

Essential

- Thai Citizen
- Speak fluent Karen and Thai and be able to read, listen and write at a working level of English.
- Experience in data collection methods such as surveys and interviews.
- Excellent and confident communicator, both written and verbal, and able to control and speak in front of large groups of people.
- Demonstrate knowledge and interest in community development. A focus on health, education or livelihoods would be desirable.
- Good level of computer literacy especially Microsoft Outlook, Excel and Word.
- Well organised, able to prioritise effectively to meet deadlines.
- Be enthusiastic about the work of KHT.
- Willing to live, work and travel in a remote area.
- Have a flexible and patient attitude.
- Hold a Thai driving license, or minimum motorbike license with competency to travel on remote and poor-quality roads.
- Be prepared to conduct project site visits, sometimes travelling alone, with some visits including overnight stays in local towns and rural Karen villages.

Desirable

- Relevant experience working within monitoring and evaluating roles.
- Experience delivering presentations and interactive education sessions.
- Understanding of Karen culture and language.

To apply, please send your CV and cover letter to hello@karenhilltribes.org.uk – mark the application with Monitor and Evaluation Officer in the subject row.

Closing date for applications: 8pm (UTC+07:00), Sunday 31st January 2021.

Interviews will be held on a rolling basis as and when applications are received, and will be held via video conference or in person in Chiang Mai.

Please note, this role is for Thai Nationals only.