



Health Programme Officer Role Description

Position Overview

Title:	Health Programme Officer (HPO)
Responsible To:	Director of KHT
Location:	Khun Yuam, Mae Hong Son Province, Thailand - <i>Although the role is to be based in KHT's field office in Thailand, please be aware that it is a possibility that the successful candidate will need to be home-based for the initial few months due to current COVID-19 restrictions. The successful candidate will be expected to relocate to Thailand as soon as COVID-19 restrictions allow.</i>
Contract:	Voluntary, unpaid - the successful candidate will receive a local stipend of 15,000 THB a month whilst based in Thailand to support living expenses, a contribution to international flights up to £600, a contribution to health insurance up to £400, and accommodation in Khun Yuam.
Timeframe:	12 months (possibility of extension)
Probation Period:	Three months
Expected Start Date:	As soon as possible (ASAP)

Background

The Karen Hilltribes 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 the provision of 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 access to education for 17,693 children and young people through school meals, transport and accommodation, and higher education scholarships.

Main Purpose of The Position

The Health Programme Officer (HPO) will work closely with the Thai-Karen team and Director to assist in supporting the implementation of projects in KHT's Community Health Programme, monitoring project progress and evaluating their success and impact, writing project reports and applications for donors and contributing to the programme's strategic direction.

The role will involve both desk and field-based work and the successful candidate will be directly responsible for:

- Writing timely reports on the organisation's projects for donors and the public
 - Compiling and recording project information, including planning and budgeting
 - Monitoring and evaluating project impact for donors and supporters
 - Publicising the work of the charity to the wider audience
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Main Duties and Responsibilities

The HPO will be responsible for the following duties:

1. Contribute to the short- and long-term strategic direction of the Community Health Programme
 2. Prepare timely, accurate and high-quality project reports for donors, stakeholders and the wider public.
 3. Maintain a systematic and practical monitoring and evaluation system and ensure that accurate project information and data is available for distribution to donors and wider audiences.
 4. Work closely with the Thai-Karen team to successfully manage project activities and ensure projects are implemented in line with donor conditions and project agreements.
 5. Conduct research into areas relevant to the Community Health Programme, including data, statistics, and international best practice.
 6. Assist with project planning and budgeting when proposals are being designed, and grants are being received.
 7. Support the development of current projects and new project ideas that relate to the Community Health Programme.
 8. Lead the production of grant applications with support from the Director.
 9. Work closely with the Thai-Karen team to build capacity and share skills.
 10. Produce social media and website content relevant to programmes and manage KHT's social media sites and website with support from the Director.
 11. Maintain existing partnership relations and support the development of new partnerships
 12. Recruit, support and manage KHT short-term volunteers.
 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.
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Person Specification

Essential

- Undergraduate degree in a relevant field; or sufficient experience in a relevant role.
- Demonstrate a clear knowledge and interest in international development; previous experience of water, sanitation and hygiene (WASH) or a background in WASH engineering would be advantageous.
- Excellent written and verbal communication skills, with the ability to produce high-level written communications in English and adapt writing style for an array of different audiences.
- Good knowledge and understanding of data collection and research skills, and the ability to analyse data, particularly with regards to monitoring and evaluating project activities and outcomes.
- Capable of working within different cultures and with teams from different economic and cultural backgrounds, where English might not be the first language.
- High level of computer literacy and a proficiency in Microsoft Office, particularly Word, Excel and Outlook; design skills would be advantageous.
- Confidence to present the work of the charity to donors and supporters.
- Well organised, able to prioritise effectively to meet deadlines.
- Have a flexible and patient attitude.
- Be enthusiastic about the work of KHT.
- Willing to live, work and travel in a remote area.

Desirable

- Relevant experience in project management or monitoring and evaluation.
- Experience of volunteering/working in the international development sector.
- Experience using statistical software and CRMs
- Proficiency in Thai and/or Karen.

To Apply

To apply, please send your CV and a two-page cover letter, addressing how you meet the person specification, in English to hello@karenhilltribes.org.uk before the closing date. Please make sure to state the job title in the subject row of your email.

The closing date for applications is 8pm (UTC+07:00), Monday 18th October 2021. Interviews will be held on a rolling basis as and when applications are received until the position is filled and will be conducted remotely via video conference.

Unfortunately, only shortlisted candidates will be contacted. If you do not hear from us within three weeks of the closing date, then unfortunately your application has not been successful.