Vacancy Notice

The ICRC Regional Delegation in Bangkok seeks to fill the following position:

Generalist Field Officer

Duty station: Southern provinces in Thailand
100%,

**Job purpose**

Generalist Field Officer 1 contributes to preparation/arrangement of field activities in coordination with his/her supervisors (Humanitarian Affairs Advisor/Field Team Leader), particularly notification process to the authorities by providing translation (from Thai into English and v.v.) and drafting skills of documents.

**Main responsibilities**

Under the direct supervision of the Humanitarian Affairs Advisor, your main responsibilities will be:

Field trips
- Contribute to field trip notification to the relevant authorities
- May participate in field activities

Translation/Preparation & management of documents
- Translate internal and external documents (e.g. letters, working papers, internal and external reports) from English into Thai and v.v. within agreed deadlines, ensuring high quality and appropriate terminology
- Independently draft and finalize correspondence, internal presentations, minutes of meeting and other documents. Then share the documents to colleagues/supervisors properly
- Update files and manage them in a proper way

Others
- Assist in arrangement/preparation of seminars, training sessions and workshops
- Follow political, security, military and humanitarian developments in the Southern Border Provinces (SBPs), as well as other issues relevant to the ICRC’s reputation/perception
- May interact with local civil and military authorities, village elders, religious leaders, and academic circles

**Requirements and experience**

- University degree or other post-secondary degree or relevant professional experience
- Good formal writing skill of Thai
- Fluent command of English
- Knowledge of Malay (Bahasa Melayu) is an asset
- Computer literacy (MS Office, Excel, PowerPoint, and social media communication tools)
- 1–2 year-experience in a relevant field
- Knowledge of the political, social and media environment of Southern Border Provinces (SBPs)
- Translation and experience of drafting official documents are strong assets
- Driving licence (Manual transmission vehicles)
Your profile
- Strongly motivated by humanitarian work
- Emotional intelligence, effective communication and listening skills
- Open minded and adaptable, ability to interact collaboratively in a multicultural team
- Neat appearance, well developed writing and summarizing skills
- Capacity to work under pressure in a potentially dangerous and remote environment

We offer a rewarding and enriching work in a humanitarian and international environment, and also:
- A unique opportunity to help affected people through rewarding work in unusual situations
- 3 month probation period and initial 1-year contract - renewable
- Initial training and on-boarding organised
- Possibilities of working in a fast-paced environment
- A competitive salary with benefits

Starting date: ASAP

Qualified applicants are requested to submit their comprehensive CV and letter of motivation in English, as well as salary expectations, by email only to: ban_recruitment_services@icrc.org

Deadline for applications: needed urgently

(Only short-listed candidates will be contacted)