

## Vacancy Announcement

**Title:** Health Project Coordinator

**Reporting to:** Development Director, Deputy Director

**Location:** Phang Nga province, Southern Thailand

### About Foundation for Education and Development

The Foundation for Education and Development (FED) was founded in 2000 in Sankalaburi, Kanchanaburi province under the name Grassroots Human Rights Education & Development (GHRE). Soon after the 2004 Tsunami the organization relocated to Phang Nga province to offer emergency assistance to Tsunami-affected Burmese migrants whose needs had been largely ignored by the Thai government and NGO's. Since then FED has been addressing the long term needs of marginalized Burmese migrant workers and their families, working towards building trust among the disaffected Burmese community. For more information, please visit [www.ghre.org](http://www.ghre.org)

### Job Summary

Health Project Coordinator is responsible for overseeing day-to-day management and development of the health project, activity scheduling and planning, networking, advocacy, and reporting. He/she will work under the supervision of Development Director and Deputy Director.

### Specific responsibilities

- Ensure activities are implemented in accordance with health program's logical framework
- Write evaluation report for each health education training for donor
- Handle data collection and create better information maintenance system when it is necessary
- Supervise the health team on their day-to-day activities and works
- Assist writing health proposal with Development Director whenever needed
- Write quarterly or mid-year reports as donor requests
- Follow with the team while conducting health education trainings in communities to observe and learn more about communities, as well as monitoring activity implementation

**Qualifications and Experience of ideal candidate:**

- Burmese/Myanmar national
- At least Grade 10 Graduate with Public health background
- Minimum of 2 years' work experiences of working with Burmese migrant community
- Ability to write reports in English
- Ability to communicate in English with Development Director and Donors
- Ability to organize and handle multiple tasks in timely manner
- Has at least advanced level of English both writing and speaking
- Holding ID ( 10 years card, Passport and work permit)

**Deadline for Submission of application is on 21 November 2016**

To apply, please send your Cover letter and CV to (Development Director) [madelgre@ghre.org](mailto:madelgre@ghre.org) , (Deputy Director) [eieichaw@ghre.org](mailto:eieichaw@ghre.org) , (Executive Director) [htoochit01@ghre.org](mailto:htoochit01@ghre.org)