Communications and Reports Manager

TBC works with conflict affected communities in SE Burma/Myanmar and 9 refugee camps in Thailand building preparedness for return and reintegration of displaced people. Through local partners and community led processes, TBC supports access to Food, shelter, capacity building for Community management, and rehabilitation of conflicted affected communities. Now we are urgently seeking Communications and Reports Manager to join the team.

Job Purpose:

This position will develop reporting and communications processes, including donor reporting and social media outreach, monitoring and reporting on programme achievements and challenges, and lessons learnt by TBC and sub-grantees in Thailand and Burma/Myanmar.

Type of Employment/ Location:

1 year contract with staff benefits and possibility of extension/ Bangkok-Thailand

Job Responsibilities:

• Report on programme status and impact, including success stories, monthly reports, quarterly reports, annual reports, and ad hoc reports, using information from staff, partners, and data from monitoring and evaluation reports.
• Support administration of donor and sub-grantee agreements in close coordination with the Programme Directors for Thailand and Burma/Myanmar.
• In collaboration with TBC programme teams, assist in programme development, particularly in the Theory of Change, MEAL and/or log frame.
• Proofread, edit, and fact-check documents and reports.
• Collaborate and coordinate with TBC staff to create a participatory approach for collecting information, reporting and communication.
• Develop and manage TBC website and Social Media sites, ensuring consistency in messaging.
• Work with TBC programme teams and external stakeholders to gather and maintain information for reports and TBC records.
• Prepare written and statistical reports and updates for various internal and external audiences, including TBC website and social media.
• Develop creative and effective ways to improve programme communications and help prepare community outreach and communication campaign materials for the programme.
• Work with TBC specialists, managers or related staff to communicate relevant grant and donor information with internal users.
• Conduct occasional field visits in accordance with the monitoring and evaluation plan and in coordination with other TBC specialists, managers or related staff.
• Contribute to programme learning and adaptation, and demonstrate programme successes and lessons learned.
• Maintain monitoring and tracking systems that provide frequent updates on funding, reporting requirements, audits, contract deliverables and budget.
• Communicate with donors about grant management issues.
• Seek out donors and screen calls for proposals for potential grants.
• Provide support to workshops, and other events as required.
Job Requirements:

- A Master’s degree in international development, public policy, communications, or another relevant field and a minimum of 2 years of experience in writing, communications, journalism or a Bachelor’s degree in relevant discipline and a minimum of 5 years of experience, or equivalent work experience
- Familiarity with international humanitarian operations, coordination structures, and the mandates of donors, UN agencies, and other NGOs
- Demonstrated experience in analysis and reporting on programme impact and implementation
- Experience with monitoring, evaluation, and learning or knowledge of social-science research methods preferred
- Ability to exercise sound judgment and make decisions independently
- Extremely flexible
- Team player and strong communication skills, both oral and written
- Advanced knowledge of MS Word, MS Excel, and MS PowerPoint
- Familiarity with Contents Management System (such as Word Press) and other design tools (such as Indesign CC, Illustrator CC, and etc.) is an asset.
- Experiences working in a multi-cultural environment
- Strong written and oral communication skills
- Ability in adjusting style and contents to each unique individual, audience and circumstance
- High fluency in English is imperative – Burmese / Thai language skill is a plus

Application Closing Date: 6th March 2020

Expected Start Date: 20th April 2020

Reporting Line: Executive Director

How to Apply:

- Please submit a current CV/resume including 2 references and a cover letter explaining why you are suitable for this post to hr@theborderconsortium.org
- Only short-listed candidates will be contacted.

*TBC is an equal opportunity employer that values diversity at all levels.*

*(Minorities/Females/People with Disabilities)*