

Job Description & Position Description Questionnaire (JDPDQ)

This form is best viewed in Acrobat Reader. Please save the form to your computer and open in Reader directly. Download a free version of Acrobat Reader [here](#). Please submit organisational chart to your business partner along with the JDPDQ.

| VACANCY INFORMATION | | | |
|---------------------------|-----------------|------------------------|--|
| Job Title | Program Officer | Manager Name/Title | Program Director (Global Fund Programme – STAR4) |
| | | History of Position | New |
| Department/Office | | JD Last Revised | |
| EXL Member/PL/RL | | Cost Centre | |
| Employee Type | Fixed Term | FOR P&C USE ONLY: | |
| Contract Type | | JEMCode | |
| Contract Duration | 3 Years | Our People Job ID | |
| Hours Per Week | | Work Unit ID | |
| | | Overtime Exemption | |
| Vacancy Type | | L-IM Scale Eligibility | |
| Vacancy Details | | | |
| Preferred Office Location | | P&C Notes for Role | |

JOB PURPOSE *(Limit 750 characters)*

The Program Officer will work under the supervision of the Program Director and will be responsible for providing high-quality, flexible, and effective operational support for the program team. This involves various tasks related to program implementation, partner engagement, knowledge management, and administration, including logistics and procurement for **both the Migrant Populations and HRG-CSS components** under the STAR4 program. They will also cooperate closely with **the Migrant Populations Manager and HRG-CSS Manager** to ensure successful and high-caliber administrative support to deliver the most effective program outcomes.

MAJOR RESPONSIBILITIES

| % of Time | Activity | End Results |
|-----------|--|---|
| 70% | <p><u>Program Coordination and Administrative Management Support</u></p> <ul style="list-style-type: none"> • Acts as the central point of contact for program coordination, including all administrative and operational activities related to the program • Performs general administrative tasks including scheduling meetings, managing correspondences, and maintaining organised files and records • Supports planning, facilitating, and coordinating logistical and administrative tasks for events, conferences, meetings and serves as a point of contact for event-related inquiries • Assists in preparing presentation slides and documents for trainings, workshops, meetings, and other program activities • Coordinates with interdepartmental staffs within WVFT to request additional supports for the program • Provides basic financial support in coordination with the accounting team | <ul style="list-style-type: none"> • Regular updates on coordination efforts and status reports on administrative and operational activities • Effective and comprehensive schedules and agendas for all meetings • Structured filing system for easy retrieval of documents • Detailed plans outlining logistics and administrative arrangements of events with summaries and evaluations • Professionally and comprehensive materials prepared for various events and activities |
| 30% | <p><u>Knowledge Management, Communications and Visibility</u></p> <ul style="list-style-type: none"> • Collaborates with program team to gather and organise program-related information, ensuring proper documentation to promote knowledge transfer • Supports the program team in developing relevant communication materials, including newsletters, website contents and other outreach activities • Assists in organising and disseminating information and resources to relevant stakeholders • Maintains the contact lists for key partners and networks for information dissemination, including invitations • Supports the program team in developing effective and efficient knowledge management strategies and initiatives to enhance program effectiveness • Assists in related knowledge management activities as well as other related programme-level tasks | <ul style="list-style-type: none"> • Comprehensive and organised program documentation • Centralised repository of program-related information • Effective program communication materials development for various activities • Timely and efficient sharing of information and resources with stakeholders • Accurate and current contact lists for key partners and networks • Support for a wide range of program-level tasks on knowledge management |

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

| | | | | | |
|--|--|-----------------------|--|-----------------------|--|
| Required Professional Experience | <ul style="list-style-type: none"> - Thai nationality only - Desirable 1-3 years minimum relevant work experience as an Administrative Assistant/Officer, Procurement Officer, and/or related fields is preferred - Good communication and organisation skills with demonstrated ability to work with diverse individuals and groups to serve as a major point of contact across multiple teams - Good administrative and organisational management skills with attention to detail and the ability to handle multitasks in a changing environment - Good working knowledge of ITC technologies. Professional proficiency in working with Microsoft Office (MS Excel, Word, Outlook & PowerPoint). Experience in using any other office software is an advantage | | | | |
| Required Education, training, license, registration, and certification | A bachelor's degree or equivalent in business administration, project management, international development or a related field is preferred | | | | |
| Preferred Knowledge and Qualifications | <ul style="list-style-type: none"> - Experience working with governmental agencies, private sector, or NGOs is an advantage - Ability to handle ambiguity and maintain a flexible and positive approach - Ability to work both independently and as part of a team - Ability to track and manage multiple tasks concurrently, making regular use of productivity and organisational tools - Ability to work under time pressure by ensuring quality outputs and meeting deadlines - Proactive and positive attitude and ability to self-motivate | | | | |
| Travel and/or Work Environment Requirement | Willingness to travel in accordance with program requirements | Physical Requirements | | Language Requirements | Good command of written and spoken English |

KEY WORKING RELATIONSHIPS

| Contact (within WV or outside WV) | Reason for Contact | Frequency of Contact |
|--|---|----------------------|
| Interdepartmental staffs of WVFT and external partners/stakeholders of the STAR4 program | Ability to maintain a positive working environment and foster strong relationships, demonstrating excellent interpersonal and teamwork skills. Culturally sensitive, with a proven ability to liaise, communicate, and consult with multi-disciplinary stakeholders and partners both within WVFT and externally as the key focal contact for all related administrative tasks of the STAR4 program | Daily basis |
| | | |
| | | |
| | | |
| | | |

DECISION MAKING

Able to make decisions effectively in the responsibilities and assignments received. Capable of providing suggestions and assistances to the program team to foster collaboration in working together. Able to give opinions on work approaches that are considered beneficial to the program to enhance the program management efficiency.

CORE COMPETENCIES - For all positions, select the top 3 prioritized competencies from below. [Click here](#) for a quick overview of our Core Competencies.

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Be Safe and Resilient | <input type="checkbox"/> Build Relationships | <input checked="" type="checkbox"/> Learn and Develop | <input type="checkbox"/> Partner and Collaborate |
| <input checked="" type="checkbox"/> Deliver Results | <input checked="" type="checkbox"/> Be Accountable | <input type="checkbox"/> Improve and Innovate | <input type="checkbox"/> Embrace Change |

For Management positions only, select the top 2 prioritized competencies from below.

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Model Self-Management | <input type="checkbox"/> Engage, Influence, Lead and Grow Other | <input type="checkbox"/> Run an Effective and Agile Organisation | <input type="checkbox"/> Develop the Organisation for the Future |
|--|---|--|--|

APPROVALS

Manager Name: _____

Manager Approval Date: _____

P&C Name: _____

P&C Approval Date: _____

Clear Form