

# Job Position : Disaster Response Advisor

## WHO WE ARE

World Vision Foundation of Thailand is a Christian humanitarian, development and advocacy organization devoted to improving the lives of children, their families and communities by tackling the root causes of poverty. With nearly 50 years of experience in the country, we help all people regardless of race, gender, and religion.

## OUR SELECTION PROCESS

We embrace diversity, employing people from a variety of cultural and religious backgrounds. We take our child and adult safeguarding responsibilities seriously and we are committed to providing an environment that is safe for children. All successful candidates will undergo all required pre-employment checks which is inclusive of a criminal record check. Our stringent recruitment procedures make sure the safest and most suitable people work with the children in our programmes.

Come join our team in Thailand, be part of our more than 33,000 staff working in 100 countries and share the joy of transforming vulnerable children's life stories!

***Learn more about our work at [worldvision.or.th](http://worldvision.or.th)***

## PURPOSE OF POSITION

Provide strategic leadership in the development, implementation and coordination of WVFT's disaster response strategies ensuring disaster response operations including recovery/rehabilitation efforts meets both WV partnership HEA policy and other international humanitarian principles and standards.

Leads and builds the capacity of WVFT's NDMT or national disaster management team through technical guidance, capacity building, simulations, and prepositioning of staffs/manpower for deployment.

The person will coordinate and collaborate effectively with the Regional HEA team, SLT, P&C, IPF leads including technical/sector teams, MEAL, field implementation team, grants acquisition team, resource development team, and communications teams.

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## MAJOR RESPONSIBILITIES

### 1. Leadership of WVFT's NDMT 30%

- Lead and manage the National Disaster Management Team (NDMT), ensuring effective workforce planning and coordination with P&C for smooth transitions.
- Maintain and implement the National Disaster Preparedness Plan (NDPP) for planning and capacity building.
- Enhance the NDMT's competence and efficiency according to established Disaster Management Standards and Scorecards.
- Keep NDMT members and Senior Leadership Team (SLT) informed of HEA program developments and relevant changes in Thailand's humanitarian landscape (e.g., deep south, border provinces).
- Coordinate with SLT and other departments on all HEA partnership standards, offering technical advice and recommendations for decision-making.

### 2. Management of Disaster Response(s) 30%

- Oversee disaster declaration and planning processes (DDG), utilizing them to guide response strategies.
- Lead rapid assessments with the NDMT/response team to determine the appropriate response scope and category.
- Ensure compliance with Safeguarding policies and establish functional community feedback mechanisms.
- Facilitate key stakeholder engagement (internal teams, Regional HEA) during the DDG process.
- Ensure all HEA operations meet both WV partnership and international standards.
- Manage the timely and quality implementation of all emergency/recovery efforts.
- Monitor and analyze response progress, developing trend analyses, lessons learned, and best practices.
- Offer technical expertise on managing operational risks within the local context.
- Coordinate with relevant departments (program acquisition/management, resource development) to secure funding and ensure donor compliance.

### 3. Stakeholder Engagement 15%

- Forge and strengthen strategic partnerships with national and international NGOs, government agencies, and other stakeholders to support HEA operations.
- Act as the primary representative for WVFT HEA in local and international humanitarian networks and coordination groups.
- Lead national-level advocacy efforts alongside other leads to influence government policy on HEA, DRR, and climate change.
- Identify and map potential partners for advocacy, resource acquisition, and influence at national and regional levels.
- Collaborate with the MEAL team to ensure a robust monitoring and evaluation system for disaster responses, documenting learnings to improve future HEA programming and advocacy.

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## 4. Resource Development 15%

- Coordinate funding for disaster responses through diverse sources, ensuring compliance with all donor requirements.
- Provide essential HEA data (assessments, DDG analyses, Sitreps) for grant proposals and donor reports, ensuring alignment with WVFT strategy and inclusivity guidelines (gender, disability, diversity).
- Cultivate donor/sponsor relationships through timely communication, field visits, and sharing evidence of impact to build trust and credibility.
- Support fundraising efforts by providing response updates, impact stories, and identifying local resource mobilization opportunities.
- Collaborate with relevant teams (Resource Development, Program Acquisition) to ensure timely input for proposals, reports, and donor engagements

## 5. Maintain Security Protocols 10%

- Ensure staff safety and security by maintaining updated risk registers and implementing WV security protocols.
- Monitor compliance with security protocols and report incidents promptly as per WV guidelines.
- Identify and mitigate operational and reputational risks in coordination with Enterprise Risk Management.
- Perform additional duties assigned by the manager to support program and organizational priorities.

## KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree in Social Science and Development Courses and/or other related Social Science Course with equivalent substantial experience in managing relief and natural disasters.
- Preferred: Master's degree in a relevant discipline.
- Certification in Project Management on Humanitarian Emergency, Disaster Management and Relief or equivalent is an advantage.
- At least 5 years of broad and deep experience in humanitarian with emphasis on leading and managing disaster management programs and humanitarian emergencies, including recovery and transition of disaster response; and experience in child-wellbeing/child-focused issues and programming.
- Track record of successfully managing and/or supporting response teams, demonstrating broad understanding of different HEA responses/operations and technical sectors in emergencies.
- Demonstrated ability to design and/or adapt HEA and accountability standards and facilitate application.
- Emergency relief response, disaster preparedness, risk management, community organizing, networking and community mobilization, media and public relations.
- Deep understanding of child-focused, community-based development approaches and WV's Integrated Programming Frameworks (Education & Life Skills, Child Protection, Health & Nutrition, Livelihood & Resilience).

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- Knowledge of cross-cutting themes: gender equality, disability inclusion, climate change adaptation, and safeguarding.
- Risk management and security planning skills.
- Strong analytical and problem-solving abilities; ability to use data for decision-making and reporting.
- Excellent communication and stakeholder engagement skills, including advocacy and networking.
- Proficiency in MS Office & Teams, ability to leverage digital platforms and AI tools for program delivery, data analysis, reporting, and process automation, ensuring ethical and effective use.
- Skills in proposal writing, fundraising, and donor engagement, for resource mobilization is preferred.
- Fluency in Thai and proficient English (written and spoken).
- Ability to travel frequently within program areas and occasionally nationally up to 30-40% of the time. Frequency of travel might increase depending on the disaster scope or category.
- Commitment to WV's Christian ethos and ability to integrate faith-based values into leadership and programming.

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As a child focused organization, World Vision Foundation of Thailand is committed to the safeguarding of children, therefore any offer of employment is conditional upon the successful completion of applicable background checks, including a criminal records check.

By submitting your application, you understand and accept that World Vision Foundation of Thailand will process the data you provide for the purposes of your application and in accordance with the World Vision Foundation of Thailand - Job Applicant Privacy Notice.

Applicants are required to send a CV and cover letter via email to [Thanyarat\\_Charndamnernkit@wvi.org](mailto:Thanyarat_Charndamnernkit@wvi.org) Tel. 02-0229200 Ext.151. Applications will be reviewed on a rolling basis, with interviews scheduled with suitable candidates on a rolling basis. Any questions or requests for additional information can be directed to the emails and phone number above.