

Terms of Reference: Project Support Officer



DT Global

Location: Bangkok, Thailand

Duration: 1 year with the possibility of extension

Report to: Country Manager - Thailand

Position: National position

Deadline for applications: 4 October 2022

About DT Global

DT Global is an international development managing contractor, working across a wide range of sectors and technical areas in over 90 countries around the world. We are a part of the DT Global Family, a network including a for-profit company, a separate non-profit entity, and a charitable trust, all behind one mission: to improve as many lives as possible. DT Global launched in 2019, bringing together AECOM International Development's Services Sector and Development Transformations along with their legacy companies. The DT Global family has since expanded further with the acquisition of IMC Worldwide in March 2022 and Cardno International Development in July 2022. Together, we bring with us over 60 years of experience, relationships, and technical excellence to better transform lives around the world on behalf of partners, clients and stakeholders.

About the program

ASEAN–Australia Counter Trafficking (ASEAN-ACT) continues Australia's long running collaboration with ASEAN and its Member States to end human trafficking in the region. The program is a ten-year investment principally working with strengthening the justice sector response to trafficking in persons, while advancing the rights of victims. The program aims to establish new partnerships with allied government agencies, civil society, and business. We engage with all 10 ASEAN Member States in some capacity and have national-level programming in Cambodia, Lao PDR, the Philippines, Thailand, and Vietnam. We are establishing programming in Indonesia, and it is currently on hold in Myanmar.

Overview

The ASEAN-ACT Country Work Plan in Thailand began implementation in 2019. The work plan includes five targeted projects focusing on enhancing the capacity of the Thai justice sector to strengthen its response to trafficking in persons (TIP) and implement its obligations under the ASEAN Convention against Trafficking in Persons (ACTIP). The projects cover the following areas and work with below counterparts:

- Professional development for Judges: Enhancing efficiency in convicting TIP cases
- Strengthen the capacity of the Anti-Human Trafficking Litigation Department in prosecuting TIP cases through mainstreaming GESI and VR approaches
- Supporting Transnational Investigative Cooperation activities with Thai law enforcement
- Ministry of Social Development and Human Security - capacity development initiative
- Protection of the victims' rights throughout the justice process

ASEAN-ACT is seeking a proactive and well-organised team player who has strong experience in project coordination and building relationships with stakeholders.

Roles and Responsibilities

The Project Support Officer will be responsible for:

Project Delivery

- Supporting the Country Manager and Country Program Officer to liaise with national counterparts on the effective and efficient implementation of activities supported by ASEAN-ACT.
- Supporting and liaising with counterparts and consultants in developing and deploying TIP training materials/curriculum and other research/studies/papers to ensure they align with objectives and priorities of ASEAN-ACT as well as ACTIP.
- Assist with the preparation of concept notes and materials for training/meeting/workshops; perform note taking duties as required.
- Work with consultants delivering technical inputs assisting with liaising with government counterparts where required.
- Support mainstreaming of gender equality, disability and social inclusion (GEDSI) and victim rights throughout all program activities.

Evaluation and Reporting

- Assisting the program team to gather, record and report information through the program's monitoring, evaluation and learning activities and reporting of results.

Administration and logistics

- Providing administration and/or logistical support to counterparts and the program team in the delivery of events, meetings and activities as required.

Other duties

- Perform other duties as assigned by the Country Manager or delegate.

Selection Criteria

Essential Experience and Knowledge

- Familiarity with local context in relation to human trafficking, including national legislation and the roles of the justice sector, civil society, private sector and allied government institutions;
- An understanding of human rights and rights-based approaches in development, particularly as these relate to human trafficking;
- The ability to work with senior officials, demonstrating high-level communication, and excellent interpersonal skills to build strong working relationships with key counterparts;
- An understanding of monitoring, evaluation and learning; and mainstreaming of gender equality and social inclusion in program activities;
- Demonstrated coordination, and organizational skills, including the ability to plan and meet deadlines;
- Good analytical and problem-solving skills;
- Proactive with excellent presentation and facilitation skills;
- Proficient in written and oral English and Thai language; and
- Strong information technology skills.

How to Apply

Interested applicants must submit:

- A curriculum vitae detailing experience
- The names and contact details of three professional referees

Applicants should clearly indicate 'Project Support Officer - Thailand' in your e-mail title and submit to recruitment@aseanact.org.

Other Information

Amendments to the position's terms of reference may be made during the period of the engagement as required.

Gender Equality, Disability and Social Inclusion

DT Global, LLC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global, LLC prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

Child Protection and Prevent Sexual Exploitation, Abuse and Harassment

Our organisation is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. Recruitment and selection procedures reflect this commitment. We are committed to safety and the prevention of sexual abuse and harassment, child protection and bribery prevention.

We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All our staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.