

## 1. Job Purpose:

The USAID Thailand CTIP Project Manager will be ultimately responsible for ensuring the successful implementation of the project, according to the goals, outcomes, outputs, activities and targets agreed with the Prime Awardee, Winrock International. This role plays an important part in WVFT's growing grant portfolio and is a strategically important project as the organization looks to grow its programming footprint in Decent Work, Labor Rights, and Counter Human Trafficking. You will be an experienced people manager, managing and leading a team of 7 people. You will have experience in partnering and external engagement and the national and local level, being the primary focal point between WVFT and Winrock International, as well as government, civil society and private sector partners. You will oversee project management, monitoring and evaluation, ensuring that the project is being implemented in line with agreed workplans and that high quality data and evidence of impact is systematically kept, submitting high quality reports to the donor and to WVFT's MEAL team. You will have experience in managing project budgets and financial management, overseeing a project budget of 1 million USD. This is an exciting role for a highly motivated, compassionate and agile individual, overseeing a strategically important project for WVFT as we seek to grow our work assisting the most vulnerable populations in Thailand.

## 2. Major Responsibilities:

% of time	Activity	End results
15%	<b>People management and leadership:</b> <ul style="list-style-type: none"><li>- Provide people leadership to a team 7 full time staff</li><li>- Ensure workplans are developed and implemented in line with agreed deliverables. Monitor project implementation, provide support to project staff when required</li><li>- Develop performance management and personal development plans for staff, ensure staff have adequate support to implement project activities and achieve results</li></ul>	<ul style="list-style-type: none"><li>- High performance team culture instituted, challenges overcome and targets reached in line with agreed workplans</li><li>- Project staff learn and grow, achieving personal development plans and goals</li><li>- Project staff consider WV an employer of choice and continue to work with WV on future projects</li></ul>
20%	<b>Partnering and external coordination:</b> <ul style="list-style-type: none"><li>- Be the primary focal point between WVFT and Winrock International, providing regular and ongoing communication and updates to project success. Ensure both challenges and successes are reported in a timely manner.</li><li>- Support project coordinators coordinate with government, civil society and private sector partners at the national, provincial and district levels.</li></ul>	<ul style="list-style-type: none"><li>- WVFT is a trusted partner of choice, leading to ongoing opportunities to expand our programming portfolio</li></ul>
30%	<b>Project Implementation</b> <ul style="list-style-type: none"><li>- Ensure clear workplans are developed, with key deliverables, targets and timelines clearly communicated among team members</li><li>- Provide support to project coordinators in the implementation project activities</li></ul>	<ul style="list-style-type: none"><li>- Successful implementation of project in-line with donor agreement; all outputs delivered and targets met or exceeded</li></ul>

<b>20%</b>	<b>Monitoring and evaluation</b> - Oversee all project M+E, including providing support to develop appropriate data collection tools, data management and high quality reporting	- Project monitoring ensures that project is implemented in line with agreed work plan and challenges are resolved in a timely manner - Evidence of impact is gathered and reported to the donor and to other external stakeholders - Good practices are documented and used in future programming
<b>15%</b>	<b>Financial management</b> - Work with finance officer to oversee project finances, ensuring that expenses are being recorded in line with donor and WV regulations and that the project burn-rate is above 95%.	- Manage project budget for a 0 balance upon project completion

### 3. Knowledge and qualifications for the role:

<b>Required Professional Experience</b>	<ol style="list-style-type: none"> <li>1. 3+ years' experience working with a national or international NGO, preferably in a project implementation or technical role in protection, human mobility/migration, advocacy, or other related fields.</li> <li>2. Understanding of principles of project management in the development sector, including log-frames and implementation plans.</li> <li>3. Experience in leading and/or coordination of teams</li> <li>4. Demonstrated experience of partnering and external engagement with donors, government, NGOs, CSOs and UN agencies.</li> <li>5. Experience of people management preferred, but not necessary</li> </ol>
<b>Required Education</b>	1. A bachelor's degree in a relevant discipline, for example, international development, community development, political science, international relations, economics, humanities
<b>Language</b>	Native/Fluent Thai speaker, upper-intermediate English speaker
<b>Travel and/or work environment requirements</b>	This is a Bangkok based role (with some flexibility with work location allowable for the right candidate) with regular (monthly) travel to target provinces (Chiang Rai, Sakaeo, Tak).
<b>Contract period</b>	Fixed term until November 2026.
<b>Salary</b>	Competitive and negotiable based on experience.