

Program Coordinator Media Reform and Gender

The Heinrich Boell Foundation (hbf) is currently seeking a Program Coordinator for Media Reform and Gender. The PC will plan and administer projects related to Policy Reform for Alternative Media (Internet and Community Radio) as well as Gender Democracy in the framework of the newly approved Regional Program Southeast Asia 2010/2011. The Program Coordinator will work closely with the director and hbf partners in Thailand.

What we offer

hbf is a German based political foundation with a Head Office in Berlin and 26 offices operating worldwide. Within our Media Reform program, we are aiming at ensuring equal access to a legally secured variety of alternative and independent media for Thai citizens. The integration of a gender sensitive approach into all aspects of our work is one of our key goals. By becoming part of our team, you can join a strong network and engage in a fruitful exchange of expertise. By contributing to the promotion of our objectives, you can professionally commit and develop yourself in an innovative and progressive organization.

Main responsibilities

- Conceptualize the program component “Media for Democracy in Thailand” in the framework of the new Southeast Asia Regional Program in consultation with partners
- Ensure the integration of gender into all aspects of work, providing the necessary capacity building and support to partners; Build up gender capacity for the hbf team, coach and support them in cross-cutting gender into their fields of responsibility
- Appraise project proposals from partners within the framework of the program components formulated overall objective, its goals and hbf strategies
- Monitor implementation of activities and their administrative handling (budget planning and control, activity sheets, reports, evaluation etc.)
- Facilitate national, regional and international networking, training and exposure for project staff in partner institutions or its allies and identify related needs as well as potentials
- Continuously observe the articulation of new policies developed in State institutions and the response, positioning or formulation of alternatives from civil society perspective and related lobby and advocacy work, newly emerging networks, alliances and their politics

Requirements

- Excellent written and spoken Thai, high proficiency in written and spoken English
- M.A. degree in any field relevant to the work described above
- Minimum of two years specialized experience in a related area
- Work experience with an international employer is a strong asset
- Proven ability to think strategically, use own initiative and act responsibly
- Excellent facilitation and coaching skills, as well as strong networking skills
- Strong organizational skills and reliability in time management, schedule organization, and resource management, readiness to follow hbf administrative standards and procedures
- Skilled in Project Cycle Management, Monitoring & Evaluation and readiness to familiarize with hbf planning and monitoring methods
- Openness and responsiveness to developments and strategic input by hbf Head Office
- Standard computer literacy: Word, Excel, Power Point, Internet

The commencement of employment is expected to be in March 2010. A contract is offered until 31.12.2011, with the possibility of extension. The duty station is Bangkok. Please, send your application – consisting of a letter of motivation and CV, and indicating your salary expectations – to sea@hbfasia.org until February 22nd, 2010. Please, note that only shortlisted candidates will be contacted. We are looking forward to your application.