

POSITION DESCRIPTION

Job Title	Migrant Program Manager	Reports to:	GF Program Director
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JOB PURPOSE

Provide effective management of the Migrant Program on the GC7 Thailand Grant. This involves providing oversight, guidance, monitoring and capability building support for the program management team, sub recipients and other stakeholders to enable and ensure successful program delivery. The PM will provide strategic and operational leadership for the migrant program ensuring high impact, cost effective, timely and quality implementation and management. They will have a keen understanding of public health, TB and HIV programs with migrant populations and work carefully and collaboratively with key stakeholders on migrant health including the Department of Disease Control, DTB, DAS, Development Partners including WHO, IOM and Thai Health Promotion Foundation, and others. They will provide oversight and management of all migrant program SRs and will build strong relationships with SRs to provide guidance, improve performance, and recognize promising practices in implementation.

MAIN RESPONSIBILITIES

% time	Activity	End Results
40%	<p>External engagement and capability building</p> <ul style="list-style-type: none"> Develop and maintain effective management relationship and partnership with SRs, beneficiaries, government ministries and all other stakeholders. Develop and maintain professional and institutional relationship with relevant government ministries, departments and divisions, as appropriate through sharing of reports, concerns, updates and being transparent in the management of the grant. Represent WVFT on key national technical working groups and committees in relations to migrant health as appointed by government. Oversee the appropriate implementation, monitoring of sub-grants to all SR, ensuring compliance all GF regulations and procedures. Oversee capability building plans for migrant program SRs and ensure they are appropriately designed and implemented with follow-up to monitor and measure impact. Lead quarterly progress update meetings with SRs on the migrant program 	<ul style="list-style-type: none"> WVFT is viewed as a trusted, technically credible partner by all stakeholders National plans and strategies strengthened and implemented Integration and streamlining of activities between stakeholders SRs grow in their organizational capability SRs demonstrate required M&E, Financial and Operational capability
30%	<p>Program Quality</p> <ul style="list-style-type: none"> Ensure that M&E systems for the Migrant Program are in place and provide support to the Technical Advisor and M&E specialists to ensure Monitoring, Evaluation data is well kept and oversee PU for the Migrant Program. Develop and review in a timely manner the annual, semi-annual, and quarterly work plans for the Migrant Program implementation. Sustain regular and quality reporting of grant implementation progress as per the grant Performance Framework and the Program Implementation Work Plan Provide technical expertise to ensure effective design, implementation, monitoring and evaluation of all migrant program projects. 	<ul style="list-style-type: none"> Program objectives and targets achieved M&E system working effectively and high quality reports provided timely Performance gaps identified and resolved through mentoring and coaching Program implemented with high technical standards

	<ul style="list-style-type: none"> • Provide technical guidance, leadership and identify delivery issues and ensure effective coordination of the project M&E activities for quality and consistency. • Undertake regular visits (including occasional integrated missions) to SR sites to monitor program implementation and provide support to program improvement • Oversee the bi-annual coaching program for migrant SRs 	
20%	<p>Finance and risk management</p> <ul style="list-style-type: none"> • Direct the timely development of the Migrant Program budget and monitor its execution on an ongoing basis. • Oversee and monitor the control of expenditures within the budgets. • Oversee the appropriate implementation, monitoring of sub-grants to Migrant Program SRs, ensuring compliance all GF regulations and procedures. • Ensure a strong Risk Management Plan is in place for the migrant program 	<ul style="list-style-type: none"> ○ Budget executed and monitored in line with GF requirements ○ SRs comply with GF requirements ○ Risks are identified, mitigated and where necessary managed through ERM principles and processes
10%	<p>Team leadership</p> <ul style="list-style-type: none"> • Ensure the effective performance, wellbeing, engagement and growth of staff. • Lead the Migrant Program Team in fulfilling WVI's core policies including Safeguarding, gender equality, diversity and inclusion, health and safety, anti-fraud and corruption. • Ensure a high performing and motivated Migrant Program Team with clear objectives, implementation strategies, and Key Performance Indicators (KPIs). • Meet staff support and professional development needs for improved staff performance. • Conduct periodic individual and team performance reviews in line with WV HR business processes to ensure they meet both WVFT's and the GF standards, policies and procedures, and technical quality implementation. • Provide guidance, mentor and management tips to all Team staff to ensure timely achievement of program targets. • Provide ongoing guidance and technical oversight to members of the Migrant Program Team, Migrant Program sub-recipients, and other stakeholders, including building and strengthening their capacities while monitoring their performance on an ongoing basis. 	<ul style="list-style-type: none"> ○ Staff achieve their performance and development targets ○ Highly engaged and performing team/s

SUCCESS PROFILE

Required experience & demonstrated capabilities	<ul style="list-style-type: none"> • At least 5 years' experience managing public health programs, managing SRs/other organizations • At least 5 years' experience working on migration and/or human mobility programs in a senior management role • Recognized and well-respected partner in the Thailand context in the area of public health programming • Demonstrated ability to successfully build and sustain trusting and credible relationships and partnerships with a range of external stakeholders (government, other INGO, civil society) and grow organizational capabilities • Thai speaker and minimum of intermediate in English
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Required qualifications	<ul style="list-style-type: none">• A minimum of a master's degree in project management /Social Sciences/Public Health or equivalent work experience
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Applicants are required to send a CV and cover letter via email to Harley_Hamilton@wvi.org and Natpimon_Apipongpisarn@wvi.org. 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 above.