



Project Assistant (Consultant)

About RBB

Rights Beyond Border (RBB) is a registered non-profit organization (NGO) based in Mae Sot, Tak province. Founded in 2016, our work is to promote and protect the rights of children on the move in Thailand. RBB also works on the principle of bridging the gaps in human rights, equality, sustainability and contributing to positive social change.

About the Role

Reporting to the Project Officer, the Project Assistant supports the Project Officer in implementing, coordinating, and monitoring project activities. The role includes direct implementation of education and child protection interventions, engagement with local partners and communities, and administrative and logistical support to ensure smooth project operations.

Key responsibilities include:

- Assist the project officer to implement day-to-day project activities related to education and child protection for children on the move.
- Facilitate community-based activities, awareness sessions, and trainings with children, youth, parents, and teachers.
- Coordinate with migrant learning centers, and community groups to ensure effective delivery of project activities.
- Support the Project Officer in preparing reports, case studies, and documentation of project outcomes.
- Manage admin and financial documentation related to activities.
- Provide translation and interpretation (Thai–Burmese/Karen/English) during field visits and meetings.
- Ensure all activities uphold child protection, safeguarding, and inclusion standards.

About You

The successful candidate will ideally have;

- Secondary education or diploma in a relevant field such as social work, community development, or education.
- 1-2 years of experience in project implementation, preferably in child protection, education, or humanitarian programs.
- Commitment to child safeguarding, inclusion, and gender equality principles.
- Experience in facilitating community or children/youth activities is strongly preferred.

- Good understanding of child rights, protection principles, and humanitarian work along the Thailand–Myanmar border.
- Strong communication, coordination, and teamwork skills.
- Good command of Thai, English, Burmese/Karen.
- Computer literate (MS word, excel, PowerPoint, internet, and email).

How to Apply

This is a local position open to eligible candidates of all genders residing in Thailand

Interested candidates are invited to submit their CVs and and 3 references to info@rightsbeyondborder.org. Only shortlisted candidates will be contacted.

The application deadline: 31 October 2025, 5.00 PM. (Bangkok time)