



Are you looking for a new, challenging job opportunity at a not-for-profit, development organisation in a fun team with a great passion for helping others? Child's Dream Foundation in Chiang Mai, Thailand is seeking an ambitious

Programme Coordinator – Laos (based in Chiang Mai with frequent work-related trips to Laos)

Together as a team, we at Child's Dream are here to empower people in the Mekong Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth and young adults for sustainable development.

Our High School Scholarship Coordinator needs your support with the programme management of our High School Scholarship Programme in Laos.

Your duties and responsibilities include but are not limited to:

- Select new scholarship students
- Coordinate with schools and local authorities regarding scholarships
- Lead trainings/activities to build up capacity of scholarship students
- Organise student meetings and scholarship camps
- Liaising with schools and family members to monitor and evaluate the scholarship programme and student performances frequently
- Build a professional network among various stakeholders
- Write programme reports in English
- Prepare and manage budgets and expenditures
- Evaluate and monitor activities and outputs
- Manage work related payments and receipts
- Plan and prepare monitoring trips
- Organise scholarship camps
- Develop and implement procedures, training curriculums and handouts
- Track scholarship student alumni
- Conduct field visits in Laos (up to 50% of your working time)

We are looking for a person with:

- A graduate diploma, bachelor's degree or equivalent education
- Previous work experience of 3-5 years as a programme manager in the NGO sector or related field
- Intermediate knowledge in programme cycle management and budgeting
- Passion for working with youth
- Great attention to detail and a critical mind
- Good organisational and time-management skills
- Strong communication and interpersonal skills
- A Laotian national with excellent Lao reading, writing and speaking skills

- Very good command of written and verbal English language
- Thai language skills are preferable
- Facilitation and training skills will be an added advantage
- Solid IT skills (MS Word, Excel, Power point, E-mail)
- A driver's license,
- Willingness to relocate to Laos for long-term (only if required in the future)

What we offer:

- A full-time position in our office in Chiang Mai with an unlimited contract
- Multicultural working environment with a team of more than 10 nationalities ·
Working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- Flexible working arrangements (but presence in the office is required, this is no remote work option)
- We cover your visa and work permit expenses
- A salary of THB 20,000 - THB 30,000 per month plus monetary and non-monetary benefits

Did we spark your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, university transcripts, and two references) to logan@childsdream.org until 22ND May 2022.

We will of course confirm that we have received your application and get in contact with you again if you are selected for an interview.

Chiang Mai, 10TH May 2022