



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

Assistant 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 and Vocational Scholarship Programme in Laos.

Your duties and responsibilities:

Assist in

- Selection process of new scholarship students
- Coordination with schools and local authorities regarding scholarship selection procedure
- Conducting trainings/activities to build up capacity of scholarship students
- Organising 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
- Writing programme reports in English
- Preparing and managing budgets and expenditures
- Evaluating and monitoring activities and outputs
- Managing work related payments and receipts
- Planning and preparing monitoring trips
- Developing and implementing procedures, training curriculums and handouts
- Tracking scholarship student alumni
- Various administration tasks as required
- 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 0 – 2 years in related field,
- Volunteer experience and/or work experience in NGO environment, community work and programme budget management is an advantage,
- A passion for working with youth,
- Interest in conducting life skills training and coaching of scholarship students,

- Good organisational and time-management skills,
- Strong communication and interpersonal skills,
- Laotian national with excellent Lao reading, writing and speaking skills,
- Good command of written and verbal English language,
- Solid IT skills (MS Word, Excel, Powerpoint, Outlook),
- Driving licence,
- 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 in the range of THB 15,000 - THB 20,000 per month plus monetary and non-monetary benefits (the final salary will be decided after the selection process, and is based on the relevant work experience, skills and knowledge)

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 24th July 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, 27th June 2022