



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 **Mae Sot, Thailand** is seeking an ambitious

Education Partnerships Coordinator – Myanmar

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 Education Partnerships team in Mae Sot needs your support with the partnership management of various tertiary education programmes for our beneficiaries from Myanmar.

Your duties and responsibilities include but are not limited to:

- Monitor and evaluate partnership activities including quality control and risk management
- Oversee programme budgets: Create draft budgets, queue payments, monitor expenditure
- Review programme agreements: Review and recommend annual programme activities and budgets
- Build and maintain effective relationships with our partners
- Support partner organisations with capacity building to strengthen the partner's skills, processes, abilities and resources
- Survey and collect data on potential new partnerships, review proposals
- Provide feedback and updates on current or potential partnerships
- Contribute to strategy development and implementation
- Represent our work to external partners (as required)

We are looking for a person with:

- an university degree in Social Sciences, Education, International Relations, Development Studies, Business Administration or related areas,
- previous work experience of 3 – 7 years as a Programme Coordinator in the NGO sector or related field,
- proven work experience in education context in Myanmar and/or along the Myanmar-Thailand border,
- partnership management experience,
- intermediate knowledge in programme cycle management and budgeting,
- great attention to detail and a critical mind,
- good organisational and time-management skills,
- strong communication and interpersonal skills,
- excellent Burmese reading, writing and speaking skills,
- other ethnic languages are a plus,
- and very good command of written and verbal English language.

What we offer:

- A full-time position in our office in Mae Sot 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 if needed
- A salary of THB 20,000 - THB 30,000 per month plus monetary and non-monetary benefits (the final salary will be decided after the selection process, based on your skills, knowledge and relevant work experience)

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 **hninwutyi@childsdream.org** until 10th 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.

Mae Sot, 20th June 2022