



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

## **Partnerships 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 Partnerships Team – Thailand and Laos needs your support with the programme management of various education partnerships benefitting youth, adolescents and communities in Laos.

### **Your Duties and Responsibilities:**

- 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
- Collaborate with NGO and CBO networks to advocate and promote the migrant education agenda
- Conduct independent site/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,
- 3 to 5 years of work experience as a programme manager/ project coordinator in the NGO sector or related field,
- Proven work experience or knowledge of education context in Laos and Thai Northeastern and Laos boarder areas,
- Knowledge in programme cycle management and budgeting,
- Attention to detail and a critical mind,
- Good organisational and time-management skills,
- Strong communication and interpersonal skills,

- Very good command of written and verbal English language,
- Thai OR Lao mother tongue is required,
- A valid driving licence.

**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 if needed
- A salary of THB 20,000 - THB 25,000 per month plus monetary and non-monetary benefits

We sparked 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](mailto:logan@childsdream.org) by 3<sup>rd</sup> 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, 9<sup>th</sup> June 2022**