



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 – Thailand (based in Chiang Mai)

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 needs your support with the programme management of various education partnerships benefitting youth, adolescents and communities in Thailand.

Your Duties and Responsibilities:

- Support, monitor, evaluate and develop new and existing partnership activities which also include quality control and risk management.
- Oversee programme budgets: Create draft budgets, queue payments, financial reports, and monitor expenditure for existing and new partners.
- Review programme agreements: Review and recommend annual programme activities.
- Build and maintain effective relationships with beneficiaries, government, universities, partner NGOs and other stakeholders.
- To Support partner organisations with capacity building to strengthen the partner's skills, processes, abilities and resources.
- To survey collect data for surveys on Identifying potential new partnerships and review proposals.
- Prepare Programme Management Cycle (PMC) and Programme Agreements (PA) to Head Partnerships - Thailand.
- Provide feedback and updates on current partnerships.
- Contribute to strategy development and implementation
- Coordinate and support cross functional collaboration among partnership team and Child's Dream
- Conduct and support with donor visits.

We are seeking for someone who can meet the following criteria:

Education and work experience:

- A graduate diploma, bachelor's degree or equivalent education,
- Previous work experience of minimum 5 years in NGO sector as program/project including partnership management experience or government agencies or related field
- Experience in the development field related to Thailand, Laos, Myanmar and the border areas will be an added advantage.

Soft skills:

- Great attention to detail, a critical mind and problem solving skills,
- Good organisational and time-management skills,
- Strong communication and interpersonal skills,
- Ability to work in a diverse cultural and linguistic environment,
- Ability to inspire others and be inspired,
- Empathic coach and mentor with a proactive attitude who can build trust and strong relationships with all our stakeholders.
- Conflict resolution and analytical thinking skills

Language skills:

- Thai mother tongue
- Very good command of written and verbal English language,
- Burmese, Karen, Laos and other Thai ethnic language skills are beneficial

Hard skills:

- Solid IT skills (MS Word, Excel, Power point, E-mail)
- Understand the politic issues / respectful and culture awareness

Travel requirements:

- A valid driving licence.
- 60% working in the office and 40% on the field or project trip

What we offer:

- A full-time position with an unlimited contract
- A multicultural working environment with a team of more than 10 nationalities
- A working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- Salary range: THB 22,000 - THB 30,000 (the final salary will be decided after the selection process, and based on the relevant work experience).

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 by the application deadline: 27th November 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, 15th November 2022.