



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 a

## **Regional Programme Management Specialist (M&E)**

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 Regional MEAL Team needs your support with Child's Dream's project management processes and monitoring and evaluation activities of our programmes and partnerships implemented in Myanmar, Laos, Cambodia and Thailand.

### **Your duties and responsibilities include but are not limited to:**

#### **Regional programme management support:**

- Develop/Update programme management cycle toolkit, forms and standard operating procedures
- Implement programme cycle toolkit and forms by working closely with country teams and country directors
- Support country teams with programme strategy development
- Advise country teams on programme management and development

#### **Regional Monitoring and Evaluation support:**

- Support country teams in the design and implementation of monitoring and evaluation plans for selected programmes and partnerships
- Support country teams in quantitative and qualitative analysis by creating data analysis tools on excel, etc.
- Research about and development of monitoring and evaluation tools (surveys, checklists, etc.)

#### **Capacity Building**

- Support capacity building and onboarding of employees and implementing partners on the project management cycle, Child's Dreams project management and monitoring and evaluation tools, approaches and components

### **We are seeking for someone who meets the following criteria:**

#### **Education and work experience:**

- Minimum bachelor's degree or equivalent education in international relations, development studies or similar education
- At least 5 years work experience in project management and M&E in the non-profit sector
- Organisational development skills and experience and cross-country work experience are desirable

***Soft skills:***

- Excellent coordination and organisational skills
- Strong analysis and critical thinking skills
- Open-minded, enthusiastic person with strong interpersonal skills who likes to support, coach, train and interact
- Great training and facilitation skills
- Strong cross-cultural verbal and written communication skills

***Language skills:***

- Advance written and spoken English language skills

***Hard skills:***

- Solid IT skills (MS Word, Excel, Power point, E-mail)

***Travel requirements:***

- Regular work trips to other offices

***What we offer:***

- 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
- Visa and work permit in case you are not a Thai national
- A maximum salary of THB 40,000 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 [nyein@childsdream.org](mailto:nyein@childsdream.org) until 30<sup>th</sup> 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.

The first round of interviews will be done on a rolling basis.

*Chiang Mai, 22<sup>th</sup> November 2022 (Deadline extension)*