



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

Programme Coordinator - Children`s Medical Fund

Starting date of position – 1st May 2023

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 Children's Medical Fund team needs your support with assisting our beneficiaries in accessing life-saving operations and medical interventions in Thailand. You will be located in our Child's Dream Safehouse in Chiang Mai where our beneficiaries receive board, lodging and basic nursing while they are undergoing treatment.

Your duties and responsibilities include but are not limited to assisting with the following:

Support of programme implementation

- Coordinate and monitor medical treatment of patients from enrolment to the programme until the case is closed (including coordination with the Thai government, our partners and various hospitals in Thailand)
- Manage referrals according to Child's Dream policy
- Support other team members in programme implementation at hospitals
- Proactively observe and raise problems about the programme implementation with the team head
- Evaluate programme implementation (output) and impact (outcome) and report to team head
- Annual review and analysis of programme before planning for next year

Programme administration and finance

- Prepare various payments and financial documents related to the programme
- Translate patient profiles from Thai to English language
- Enter, maintain and review patient profiles including medical information, treatment plan, estimated cost for medical intervention and update patient's condition and treatment in our database
- Prepare legal documents for our patients (eg. traveling permission from the government, hospital administration documents, debt contract and payment etc.)
- Prepare data collection for analysis
- Other programme administration related tasks as they occur

We are looking for a person with:

Education and work experience

- A strong interest in working for an NGO
- University degree in public health, nursing science or related field
- Previous work experience of a minimum of 5 years in related field

Soft skills

- Excellent organisational and time management skills
- High level of problem-solving skills and pro-active attitude
- Great attention to detail and a critical mind
- Cultural sensitivity
- Passion to work with infants and children and their caregivers from diverse backgrounds
- Great team spirit and strong interpersonal skills
- Ability to work under pressure and in shifts such as early mornings, late nights or weekends

Language requirements

- Proficient and formal Thai reading and writing skills are required
- Intermediate written and verbal English language skills
- Spoken Burmese and Karen language skills are an advantage

Hard skills

- Solid IT skills (MS Word, Excel, Power Point, E Mail)
- Driving licence

What we offer:

- A full time position in our Safe House in Chiang Mai with an unlimited contract
- A multicultural working environment with more than 10 nationalities
- A working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- Salary range: THB 25,000 - THB 40,000 plus monetary and non-monetary benefits (the final salary will be decided according to remuneration policy after the selection process, and based on the 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 min@childsdream.org until 15th March 2023.

We will of course confirm that we have received your application and look very much forward to receiving your application.

Chiang Mai, 22nd February 2023