



Are you looking for a new, challenging job opportunity at a not-for-profit, development organisation in Luang Prabang, Laos PDR in a fun team with a great passion for helping others? Child's Dream is seeking an ambitious

Programme Coordinator – Laos (University Scholarships for Bachelor degrees)

Starting date of position – Immediately

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.

You have experiences in working with youth or young adults and would like to contribute to our beneficiaries personal and professional development? Then you are the right person and we need your support with the management of our university scholarship programme in Laos.

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

Programme development

- Build a professional network among various stakeholders
- Develop and implement programme procedures, training curricula and handouts

Programme implementation

- Promote scholarship opportunities to potential applicants
- Manage selection process of new scholarship students
- Coordinate with schools, universities and local authorities regarding scholarships
- Lead trainings/activities and organise scholarship camps to build up capacity of scholarship students
- Track scholarship student alumni
- Evaluate and monitor programme activities and outputs
- Write programme and student monitoring reports in English

Programme administration and finance

- Prepare and manage student budgets and payments
- Update student profiles and data in our university scholarship database
- Other administrative tasks concerning the programme as assigned by line manager

We are looking for a person with:

Education and work experience

- A graduate diploma, bachelor's degree or equivalent education
- Minimum 3 years of working experience as social worker or in project management within the educational NGO sector or in a related field

Soft skills

- Empathic coach and mentor with proactive attitude and excellent people skills who can build trust and strong relationships with all our stakeholders
- Great attention to detail, a critical mind and problem solving skills
- Good organisational and time-management skills
- Strong written and verbal communication skills
- Ability to inspire and motivate others and be inspired

Hard skills

- Knowledge of project cycle management and budgeting of programmes
- Good facilitation and training skills to conduct various workshops and trainings
- Knowledge about Lao PDR education system is highly preferred
- Solid IT skills (MS Word, Excel, Power point, E-mail)

Travel requirements

- A driving license
- Ability to travel frequently

Language skills

- Lao mother tongue
- Very good command of written and verbal English language

What we offer:

- A full time position in Luang Prabang Province, Laos PDR 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

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 logan@childsdream.org until 21st May 2023.

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