



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 Mae Sot, Thailand is seeking an ambitious

Assistant Partnerships Coordinator – Thailand

Starting date of position – as soon as possible

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 management of various education partnerships benefitting youth, adolescents and communities in Thailand.

Your duties and responsibilities include but are not limited to:

- Support designing, developing and planning our partner's project activities
- Monitor and evaluate programme/project activities of our partners including quality control and risk management
- Oversee partnership budgets: Create draft budgets, queue payments, validate financial reports and monitor expenditures
- Prepare Programme Management Cycle (PMC) tool and review Programme Agreements (PA)
- 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 and review proposals
- Provide regular feedback and updates on current and potential new partnerships
- Contribute to strategy development and implementation
- Represent our work to external partners and relevant stakeholders

We are looking for a person with:

Education and work experience

- Strong interest in working for an NGO and to contribute to our vision and mission
- Bachelor's degree or equivalent education
- Minimum of 2 years of work experience in managing projects in an NGO or similar field
- Experience in the development field related to Thailand and border areas

Soft skills

- Proactive attitude with the ability to build trust and strong relationships with our stakeholders
- Great attention to detail, critical-thinking and problem solving skills
- Good organisational and time-management skills
- Strong communication and interpersonal skills
- Capacity to effectively collaborate in diverse cultural and linguistic environments

- Ability to inspire others and be inspired
- Capability to address conflicts confidently and constructively

Hard skills

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

Language skills

- Fluent Thai reading, writing and speaking skills are a must
- Fluent spoken Burmese language skill is a must
- Intermediate written and verbal English language skills
- Thai ethnic language skills are beneficial

Other requirements

- A driving licence
- Willingness and ability to travel frequently

What we offer:

- A full time position in our office in Mae Sot, Thailand with an unlimited contract
- A multicultural working environment with a team of more than 14 nationalities in the region
- A working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- Salary will be determined based on relevant work experience, skills, and knowledge, 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 min@childsdream.org.

The application deadline is **30th March 2024**.

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.