



Are you looking for a new, challenging job opportunity at a charitable, not-for-profit organisation in Yangon? **Child's Dream Myanmar Association** is seeking an ambitious

Education Partnerships Coordinator

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 Education Partnerships team in Myanmar needs your support with the programme management of various tertiary education programmes in Myanmar.

Your Duties and Responsibilities

- Monitor and evaluate programmes activities including quality control and risk management
- Oversee programme budgets: Create draft budgets, queue payments, monitor expenditure
- Review Programme Agreements: Review and recommend annual programme activities and budgets
- Build and maintain effective relationships with our partners
- Survey and collect data on potential programmes and partners, review proposals
- Provide feedback and updates on current or potential programmes
- Contribute to strategy development and implementation
- Represent our work to external partners and the Myanmar government (as required)
- Conduct independent site/field visits in Myanmar (up to 50% of your working time)

We are looking for a person with

- a university degree in Social Sciences, Education, International Relations, Development Studies, Business Administration or related areas (Master's degree preferred),
- previous work experience of 4 years as a Programme Manager in the NGO sector and related field,
- advanced knowledge in programme cycle management and budgeting,
- a high level of problem-solving skills and a pro-active attitude,
- great attention to detail and a critical mind,
- excellent organizational and time-management skills,
- outstanding communication, interpersonal and leadership skills,
- and a Myanmar ID and passport (or be able to obtain passport if not yet have one).

We sparked your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, university transcripts, and two reference letters) to ana@childsdream.org until **31 March 2021**.

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.

Yangon, 12 March 2021