



Are you looking for a new, challenging job opportunity at a charitable, not-for-profit organisation in Chiang Mai, Thailand? **Child's Dream Foundation** is seeking an ambitious

Programme Coordinator - Laos

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 Programme Team – Laos that is based in Chiang Mai, Thailand needs your support with the independent programme management of our computer laboratory programme and other education programmes in Laos.

Your Duties and Responsibilities

- Monitor and evaluate programmes activities including quality control and risk management
- Provide feedback and updates on current programmes
- Project and financial planning and oversee programme budgets: Prepare cost estimates, time frames, create draft budgets, queue payments, monitor expenditure, liaising with community leaders, teachers and partner organisations
- Organise and conduct activities and training with teachers on various topics
- Build and maintain effective relationships with our partners, communities, educators and government officials
- Represent our work to external partners and the Laotian government
- Conduct site/field visits in Laos for follow up on project implementation, monitoring and evaluation and to identify new computer laboratory projects in Laos (up to 50% of your working time)

We are looking for a person with

- a bachelor's degree in Social Sciences, Education, International Relations, Development Studies, Business Administration or other related areas,
- previous work experience of minimum 3 years as a Programme Manager in the NGO sector or related field,
- intermediate knowledge in programme cycle management and budgeting,
- a genuine interest in technology and IT and excellent computer skills including Microsoft Office,
- enthusiasm to facilitate and deliver trainings,
- great attention to detail and a critical mind,
- good organisational and time-management skills,
- excellent communication and interpersonal skills,
- Laotian or Thai mother tongue and advanced English language skills,
- a Driver's license,
- the willingness to relocate to Laos for long-term (only if required in the future).

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 christin@childsdream.org until **12 May 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.

Chiang Mai, 13 April 2021