



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

## Head Programmes – 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 programme team in Thailand needs your support with overseeing and leading the management of various education programmes benefitting youth, adolescents, and communities and as well as health programmes for children. You will play a vital role in developing and managing programmes, handling the budgets, leading the programmes team, and evaluating our work to achieve our organisational goals.

### **Your duties and responsibilities include but are not limited to:**

#### **Programme Development**

- Support the development and implementation of our programme strategy in Thailand
- Ensure that both existing and new programmes are strategically aligned with the organisation's and country strategy, contributing effectively to strategic goals

#### **Programme Management**

- Oversee and guide the team in managing their programmes independently (University Scholarship Program International Bachelor, University Scholarship Program Thai Bachelor, Basic Education-High School and Vocational Scholarship Program, and Scholarship program with Partners)
- Manage and control budgets and the team's administrative expenses in accordance with the budget approved and internal budget regulations
- Support the preparation of annual programme plans including activity planning, designing new interventions and budgeting for approval by the Country Director and Managing Director - Programmes
- Monitor and evaluate programme activities, outputs and outcomes following the M&E plan developed together with our M&E team in our head office in Chiang Mai
- Conduct programme reviews, develop continuation plans and phase-out strategies
- Provide regular feedback and updates on current or potential programmes to the Country Director
- Identify, develop and initiate new programmes and defend proposals in Project Evaluation Committee
- Conduct independent site/field visits in Thailand for monitoring, problem solving and managing programs

**Lead and manage our programme team**

- Lead our programme team by setting an example and fostering empathy
- Build a strong team spirit within the organisation
- Promote the capacity development of each team member
- Develop and maintain a strong feedback culture in the team
- Collaborate with the Country Director and Head Regional Human Resources on Human Resources planning

**Maintain and grow a strong network**

- Build and maintain strong relationships with different stakeholders
- Facilitate donor visits to showcase our impactful work

**We are seeking for someone who can meet the following criteria:**

**Education and work experience**

- A strong interest in working for an NGO and to contribute to our vision and mission
- A Bachelor's degree in Education Administration, International Relations, Development Studies, Social Science, or equivalent education
- Minimum of 10 years of relevant working experience in programme in the I/NGO sector or related field

**Hard skills**

- Proven knowledge of education context in Thailand and Thai-Myanmar border context
- Advanced knowledge in project cycle management and budgeting
- Solid IT skills (MS Word, Excel, Power point, E-mail)

**Soft skills**

- Proven leadership skills to form a working environment
- Demonstrate the ability to accept, implement and give constructive feedback
- Excellent communication and interpersonal skills
- Great attention to detail and a critical mind
- Excellent organisational and time-management skills

**Language skills**

- Thai mother tongue
- Highly proficient written and verbal English language skills
- Burmese, Karen, Laos and other Thai ethnic language skills are beneficial

**Other requirements**

- Ability to travel frequently
- A driving licence

**What we offer:**

- A full time position in our office in Chiang Mai, 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](mailto:min@childsdream.org).

The application deadline is **21<sup>st</sup> July 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.