



Program Manager

Chiang Mai, Thailand | Full-time

Apply by: Feb. 19, 2026

Location: Chiang Mai, Thailand

Contract: national contract

Term of service: 1 year with a possible extension

Start date: May/June 2026

Applications submitted in English only.

Background

Lutheran World Federation (LWF) World Service is the humanitarian and development arm of the Lutheran World Federation.

We are a widely recognized, international, faith-based organization working in 25 countries. We seek to bring people of all backgrounds together in the common quest for justice, peace, and reconciliation in an increasingly complex and fragmented world. A commitment to the human rights of every individual, regardless of their status, guides our work, actions, and operations.

We are particularly known for our timely, compassionate, and professional humanitarian work, and for our field presence in hard to-reach areas.

Our work is people-centred and community-based. Above all, we work with the most vulnerable, and we engage proactively with community institutions. For additional information, please see: <https://worldservice.lutheranworld.org/>.

For the new **LWF Thailand Foundation**, we are looking for a Program Manager.

Job Summary

The Program Manager shall be responsible for the project management and implementation of the LWF Foundation (Thailand) in line with its organizational and program/project policies and procedures. This entails providing support to the development, implementation, and monitoring of the project implementation, work plans, and budget. The Program Manager works closely with the designated staff members of the LWF Foundation (Thailand).

Reports to: LWF Thailand Foundation Executive Director

Responsibilities

Programmatic Management Support

- Oversee the implementation of projects, ensuring alignment with strategic objectives.
- Lead the development, coordination, and monitoring of project work plans and budgets.
- Build and maintain relationships with stakeholders (funding partners and NGOs) to enhance program reach, collaboration, and complementarity.
- Conduct field visits to project areas to monitor partners' implementation and provide recommendations accordingly.
- Lead the preparation of internal and external reports in compliance with donors and organizational requirements.
- Lead assigned project tasks and oversee task completion.
- Ensure adequate, thorough and timely communication is maintained with internal and external stakeholders.
- Participate in external events related to project implementation and/or relevant technical areas.

Program Administration

- Identify and mitigate risks while ensuring compliance with organizational policies and legal requirements in local context.
- Support logistics for project activities, including meetings, trainings, workshops, and field visits.
- Maintain organized program documentation in line with internal systems.

- Support partner capacity building as needed.
- Ensure program administration complies with organizational policies and donor requirements.
- Advise and propose improvements for system clarity, safety, and integrity.
- Address challenges promptly with guidance and support.
- Monitor performance to ensure effective delivery.
- Lead team development through coaching and mentoring at all levels.

Finance Support

- With Finance Team, ensure timely accurate donor reporting and maintain records for organization audits to ensure transparency and accountability of operations.
- Lead the preparation, monitoring, and reporting of project budgets to ensure accuracy and alignment with objectives.
- Analyse and interpret financial data to track expenditures and recommend adjustments for effective budget management.
- Apply sound judgment to identify risks, resolve complex financial issues, and deliver timely, practical solutions.
- Ensure compliance with financial policies and maintain secure systems, records, and assets using appropriate tools and controls.

Miscellaneous

- As relevant, make periodic field visits to the project areas to monitor partners' finance and procurement documents and provide recommendations accordingly.
- Pay special attention and emphasis to documentation, compliance, and improving systems of the LWF Thailand Foundation.
- Perform any other duties assigned by the supervisor.

Academic qualification

- Bachelor's or Master's degree or higher in international development, social sciences, political science, or related subjects.

Experience

- 5 years' experience in project management in an I/NGO in emergency or development fields.
- Experience working in Thai Foundations.
- Experience in monitoring and evaluation of projects and related software.
- Excellent computer skills –MS Office, Sharepoint, Teams, Excel, PowerPoint, Databases.
- Excellent spoken and written English and Thai Language.
- Ability to work independently and supervise project staff.
- Willingness to travel to the project implementation areas.

Other Requirements

- Valid residence and work permit in Thailand according to Thai law.
- Knowledge of Theory of Change, results-based management, and human rights-based approach.
- Ability to work independently and has "can-do attitude".
- Ability to use AI tools to enhance productivity and improve workflows.
- Understands cultural, religious sensitivity and teamwork.
- Communicates clearly and handles confidential information with discretion.
- Ability to develop and manage good relations and communications with stakeholders.
- Ability to solve problems with a high degree of integrity.
- Reliable, punctual, and committed to high standards of professionalism.
- Adaptable and eager to learn in dynamic work environments.
- Demonstrates strong cultural and religious sensitivity and promoting an inclusive and respectful work environment while collaborating effectively in diverse teams.
- Ability to develop and manage good relations and communications with stakeholders.
- Willingness and ability to travel to support projects.

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