



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? As part of our continued growth, 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 the planning and coordination of partner project activities together with the Partnerships Team.
- Manage assigned partner organisations and maintain regular communication and follow-up.
- Provide guidance and support to partners to ensure effective programme delivery in line with organisational standards and partnership agreements.
- Monitor programme progress, budgets, and reports, contributing to programme quality, accountability, and continuous improvement.
- Consult with the Senior Partnerships Coordinator and Head of Partnerships – Thailand on programme, financial, or partnership matters to support well-informed decision-making.
- Assist in preparing and maintaining the Programme Management Cycle (PMC) tool and related programme records.
- Contribute to building positive and collaborative relationships with partner organisations and other relevant stakeholders.

We are looking for a person with:

Education and work experience

- Graduate diploma, bachelor's degree equivalent education or community development
- Previous work experience of minimum 1-3 years in the NGO sector or related field
- Experience in Program Management and Partnership Management with strong good knowledge program cycle management and budgeting
- Experience in migrant, IDP's and Ethnic Minority Related issues
- Experience in development field related to Thailand and the border areas
- Strong interest in working for an NGO and to contribute to our vision and mission

Soft skills

- Great attention to detail and a critical mind
- Excellent organizational and time-management skills
- Having good communication and interpersonal skills
- Good problem-solving skills, conflict resolutions and analytical skills

- Ability to work in a diverse cultural and linguistic environment
- Leadership skills to form a working environment where the team can perform at its best
- Understand political issues and cultural awareness

Hard skills

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

Language skills

- Good command of written and spoken English (at least intermediate level)
- Fluency in Burmese and Thai language
- Other ethnic language skills are beneficial

Other requirements

- A driving license
- 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 10 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 apply in English with your motivational letter, resume, university transcripts, two references and a short video detailing your motivation to work with the organisation). [>> Link <<](#)

The application deadline is **3rd April 2026**.

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.