

## GLOBAL HEALTH COORDINATOR

*Thai nationality; full-time position; managing international projects and overseeing all aspects of these projects to ensure they are operated smoothly and on schedule*

### **Duties & Responsibilities**

- Managing multiple projects under Global Health program to ensure timelines are met and goals are achieved
  - Coordinating with international partners and stakeholders to foster effective collaborations
  - Leading/participating in related meetings and writing meeting summaries
  - Supporting proposal submissions and reporting processes
  - Monitoring overall budget for each project to ensure costs are controlled and in accordance with each funder's regulations
  - Reviewing progress regularly to identify significant issues and mitigate risks
  - Supervising the day-to-day activities to maintain efficient operation of the projects
- Collaborating closely and actively with the team as well as project partners
  - Communicating effectively with the team members and other internal staffs
  - Establishing and maintaining relationships with external partners and stakeholders
- Performing other duties as assigned to make positive contributions to activities and development of the organization such as communication outputs and knowledge products/materials

### **Type of Employment**

Full-time, office-based environment with occasional international travel; open to Thai applicants

### **Salary**

Based on professional capacity and experience

### **Requirements**

- Bachelor's degree in Global Health, Public Health, Public Policy, Development Studies, Social Science, or related field with strong interest in working in the fields mentioned
- High proficiency in English communication, especially in writing and speaking
- 1 – 2 years of experience in project management and/or coordination would be beneficial
- Excellence in time management, task prioritization, and systematic organization to plan and deliver work
- Working knowledge of Microsoft Office packages and other necessary tools
- Ability to work effectively both independently and as part of a team
- Ability and willingness to travel internationally

### **About Thailand National Health Foundation**

National Health Foundation (NHF), an independent non-profit organization founded in 1991, collaborates with domestic and international partners to support public health research and policies. The office is located in Ladprao area (opposite to Central Ladprao and close to Union Mall) in Bangkok, and can be reached by both BTS and MRT.

*Please submit the application form, together with curriculum vitae/résumé, and other related documents (if any) to:*

Ms. Kanlayanee Sritapan ([kanlayanee@thainhf.org](mailto:kanlayanee@thainhf.org)) and

Ms. Sirithorn Khositchaiwat ([sirithorn@thainhf.org](mailto:sirithorn@thainhf.org))

Tel. 02-511-5855 exit 109, 089-072-4306

[NHF Application Form \(Download\)](#)