



Child's Dream Foundation Mae Sot Branch

Educated and empowered people responsibly shaping and sustaining fair, just and healthy societies for generations to come.

Are you looking for a challenging job opportunity at a non-government organisation? **Child's Dream Foundation** in **Mae Sot**, is seeking an ambitious professional to join our passionate and dedicated team in the following role:

Health Partnerships Coordinator - Myanmar

Starting date of position – as soon as possible

Location: Based in **Mae Sot, Thailand**

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 needs your support with the programme management of various health related programmes in Myanmar and Thailand-Myanmar border areas. You will work closely with local partner organisations to design, monitor, and evaluate life-changing health initiatives, ensuring high quality, financial integrity, and sustainable impact. You will serve as a key bridge between Child's Dream and our partners, driving budget management and capacity building while exploring new strategic opportunities to expand our reach in the region.

Your duties and responsibilities include but are not limited to:

Programmes & Partnerships Management

- Support the designing, developing and planning our partner's projects and programmes
- Monitor and evaluate partner activities including regular reports, quality control and risk management
- Oversee and manage partnership budgets: draft budgets, queue payments, validate financial reports and monitor expenditures
- Prepare Programme Management Cycle (PMC) tool and review the workbook's plans and budgets
- Build and maintain effective relationships with partners organisations
- Provide capacity-building support to strengthen partners' skills, processes, abilities, and resources.
- Review and process the new funding proposals

Strategic Development & External Engagement

- Identify and explore potential new partnerships
- Contribute to organisational strategy development and implementation
- Represent the organisation and its work to external partners and relevant stakeholders

We are seeking a person who meets the following criteria:

Education and work experience

- University degree in a health-related field, Social Sciences, Development Studies, Business Administration or related areas

- Minimum 3 years of work experience as Project/Programme Management within the NGOs/INGOs sector, or similar field,
- Demonstrated expertise in Partnerships Management (preferred health-related projects/programmes such as School Health)
- Knowledge in programme cycle management, budgeting and relevant strategies (e.g. Country Strategy, Health Policy Strategies)
- A strong interest in working for an NGOs/INGOs and to contribute to our vision and mission

Hard skills

- Solid IT skills (MS Word, Excel, Power point, E-mail)
- Understanding of political and social issues in Myanmar and in Thai-Myanmar border areas

Soft skills

- A high level of problem-solving skills and a pro-active attitude
- Great attention to detail and a critical mind
- Excellent organisational and time management skills
- Outstanding communication, interpersonal and leadership skills

Language skills

- Very good command of written and verbal English language
- Myanmar mother tongue
- Thai and ethnic language skills are beneficial

Other requirements

- Demonstrate and uphold all Child's Dream values, consistently applying the required behaviours in day-to-day work, interactions, and decision-making.

What we offer:

- A full-time position in our office in Mae Sot with an unlimited contract
- A multicultural working environment with 10 nationalities in the region
- A working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- Salary will be based on the 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, salary expectations, university transcripts, and two references.

Submit your application here: [\[LINK\]](#)

The application deadline is **24 August 2026**.

We will of course confirm that we have received your application and get in contact with you again if you are selected for the interview.