



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

## 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 needs your support with the programme management of various education partnerships benefitting youth, adolescents and communities in Thailand.

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

- Support designing, developing and planning our partner's project activities
- Monitor and evaluate partnerships activities of our partners including quality control and risk management
- Oversee partnership budgets: create draft budgets, queue payments, validate financial reports and monitor expenditures with validations.
- Prepare Programme Management Cycle (PMC) tool and review Programme Agreements (PA)
- Build and maintain effective relationships with our partners
- Support partner organisations with capacity building to strengthen the partner's skills, processes, abilities and resources
- Survey and collect data on potential new partnerships, and review proposals
- Provide regular feedback and updates on current and potential new partnerships
- Contribute to strategy development and implementation
- Represent our work to external partners and relevant stakeholders

### **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, or equivalent education
- Minimum of 5 years of experience in roles such as partnerships coordinator, programme manager, or project coordinator within the NGO sector or a related field (*While we are currently looking to fill a mid-level position, applicants with at least 3 years of experience demonstrating strong potential are also encouraged to apply*)
- Demonstrated experience working with migrants, refugees, internally displaced persons (IDPs), and ethnic minorities
- Experience in education or social development within the development field, particularly in Thailand, Laos, Myanmar, and border regions

**Hard Skills**

- Partnerships management experience
- Intermediate-level knowledge in programme cycle management and budgeting
- Solid IT skills (MS Word, Excel, Power point, E-mail), Google workspace

**Soft Skills**

- 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
- Ability to work in a diverse cultural and linguistic environment
- Conflict resolution and analytical thinking skills

**Language skills**

- Thai mother tongue
- Very good command of written and spoken English language
- Burmese and other ethnic language spoken in the region skills are beneficial

**Other Requirement**

- Ability to travel frequently
- A driving license

**What we offer:**

- A full-time position in our office in Chiang Mai, Thailand
- A multicultural working environment with 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 based on the relevant work experience, skills, and knowledge, plus monetary and non-monetary benefits

Did we spark your interest? Wonderful! Please apply with your full application in English (including motivational letter, salary expectation, resume, university transcripts, and two references).

Apply here: [>>LINK<<](#)

The application deadline is **17<sup>th</sup> October 2025**.

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