



Are you looking for a challenging job opportunity at a growing non-government organisation? As part of our continued growth, Child's Dream in Mae Sot, Thailand, is seeking an ambitious professional to join our passionate and dedicated team in a newly created role:

## **Partnerships Coordinator (Education Programme) – Myanmar**

**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 related programmes in Myanmar and Thailand-Myanmar border areas.

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

- Support designing, developing and planning our partner's project activities, budgeting
- Monitor, supervision and evaluate programme/project 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 reviews, checks on potential new partnerships
- Contribute to strategy development and implementation
- Represent our work to external partners and relevant stakeholders

### **We are seeking a person who meets the following criteria:**

#### **Education and work experience**

- A strong interest in working for an NGO and to contribute to our vision and mission
- University degree in an Education-related field, Social Sciences, Development Studies, Business Administration or related areas
- Minimum 3 years of work experience as programme/project manager within the I/NGO sector, or similar field, with demonstrated expertise in partnerships management
- Knowledge in programme cycle management, budgeting and relevant strategies (e.g. Country Strategy, Education Policy Strategies)

**Soft Skills**

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

**Hard Skills**

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

**Language skills**

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

**Other Requirement**

- Conduct independent site/field visits

**What we offer:**

- A full-time position in our office in Mae Sot, Thailand with an unlimited contract
- A multicultural working environment with 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 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 (including motivational letter, resume, university transcripts, two references and a short video (optional) detailing your motivation to work with the organisation) to [Application Link](#).

The application deadline is **15<sup>th</sup> March 2026**.

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.