



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 – Thailand 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:

- Monitor and evaluate partnerships activities including quality control and risk management
- Oversee programme budgets: create draft budgets, queue payments, monitor expenditure
- Review programme agreements: review and recommend annual programme activities and budgets
- 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, review proposals
- Provide feedback and updates on current or potential partnerships
- Contribute to strategy development and implementation
- Collaborate with NGO and CBO networks to advocate and promote Child's Dream works and programme responsible agendas to get support from government
- Conduct independent site/field visits or project trip (up to 40% of your working time)

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

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

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 verbal English language
- Burmese, Karen, Laos and other Thai ethnic language skills are beneficial

Other requirements

- Ability to travel frequently
- A driving licence

What we offer:

- A full time position in our office in Chiang Mai, Thailand with an unlimited contract
- A multicultural working environment with a team of 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 determined based on relevant work experience, skills, and knowledge, plus monetary and non-monetary benefits

Did we spark your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, university transcripts, and two references) to min@childsdream.org.

The application deadline is **2nd June 2024**.

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.