



Are you looking for a challenging job opportunity at a growing non-government organisation in a passionate and dedicated team? The Child's Dream Regional Office in Chiang Mai, Thailand is seeking an ambitious

**Programme Coordinator  
(University Scholarship Programme)  
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 Scholarship team needs your support in managing the University Scholarship Programme International Bachelor (USPIB). You will coordinate the day-to-day implementation of the programme, working closely with scholars, partner universities, and internal teams. This role combines programme coordination with hands-on support to contribute to scholars' personal and professional development.

**Your duties and responsibilities include but are not limited to assisting with the following:**

**Programme development**

- Build a professional network among various stakeholders
- Develop and implement programme procedures, training curricula and handouts

**Programme implementation**

- Promote international scholarship opportunities to potential applicants
- Manage selection process of new scholarship students
- Coordinate with schools, universities and local authorities regarding scholarships
- Lead trainings/activities and organise scholarship camps to build up capacity of scholarship students
- Track scholarship student alumni
- Evaluate and monitor programme activities and outputs
- Write programme and student monitoring reports in English

**Programme administration and finance**

- Prepare and manage student budgets and payments
- Update student profiles and data in our university scholarship database
- Other administrative tasks concerning the programme as assigned by line manager

**We are looking for a person with:**

**Education and work experience**

- A bachelor's degree or equivalent education
- Minimum 3 years of related work experience in social worker or programme management within the NGO sector, or in another relevant position

**Soft skills**

- Empathic coach and mentor with proactive attitude and excellent people skills who can build trust and strong relationships with all our stakeholders
- Great attention to detail, a critical mind and problem solving skills
- Good organisational and time-management skills
- Strong written and verbal communication skills
- Ability to inspire and motivate others and be inspired

**Hard skills**

- Knowledge of project cycle management and budgeting of programmes
- Good facilitation and training skills to conduct various workshops and trainings
- Knowledge about education system in Thailand is highly preferred
- Solid IT skills (MS Word, Excel, PowerPoint, E-mail)

**Travel requirements**

- A driving license
- Ability to travel frequently

**Language skills**

- Very good command of written and verbal English language

**What we offer:**

- A full-time position in our office in Chiang Mai, Thailand 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 **18<sup>th</sup> January 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.