



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

## **Programme Coordinator (Children's Medical Fund)**

**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 Children's Medical Fund team needs your support with assisting our beneficiaries in accessing life-saving operations and medical interventions in Thailand. You will be located in our Child's Dream Safehouse in Chiang Mai where our beneficiaries receive board, lodging and basic nursing while they are undergoing treatment.

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

### **Support of programme implementation**

- Coordinate and monitor the medical treatment of heart surgery patients from enrolment in the programme until the case is closed.
- Organise travel arrangements to ensure the smooth transportation of patients from Lao PDR to Thailand, coordinating with our partners and various hospitals  
Serve as a case manager and patient liaison by engaging with patients to ensure quality-of-care, delivering health education, and providing assistance as needed
- Support other team members in programme implementation at hospitals
- Proactively observe and raise problems about the programme implementation with the team head
- Evaluate programme implementation (output) and impact (outcome) and report to team head
- Annual review and analysis of programme before planning for next year

### **Programme administration and finance**

- Prepare various payments and financial documents related to the programme
- Translate patient profiles to English language
- Enter, maintain and review patient profiles including medical information, treatment plan, estimated cost for medical intervention and update patient's condition and treatment in our database
- Prepare legal documents for our patients (e.g. traveling permission from the government, hospital administration documents, debt contract and payment etc.)
- Prepare data collection for analysis
- Other programme administration related tasks as they occur

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

**Education and work experience**

- A strong interest in working for an NGO
- University degree in public health, medical science or related field. A Nursing degree is considered an advantage.
- Previous work experience of a minimum of 3 years in related field

**Soft skills**

- Excellent organisational and time management skills
- High level of problem-solving skills and pro-active attitude
- Great attention to detail and a critical mind
- Demonstrates cultural sensitivity and understanding of the culture and background of Lao PDR
- Passion to work with infants and children and their caregivers from diverse backgrounds
- Great team spirit and strong interpersonal skills
- Ability to work under pressure and in shifts such as early mornings, late nights or weekends

**Language requirements**

- Proficient and formal Thai reading and writing skills are required
- Intermediate written and verbal English language skills
- Spoken Laos language skills are an advantage

**Hard skills**

- Solid IT skills (MS Word, Excel, Power Point, E Mail)
- Driving licence

**What we offer:**

- A full-time position in our Safe House in Chiang Mai with a one-year contract, potentially extendable
- A multicultural working environment with more than 14 nationalities
- A working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- The final salary and seniority level of the position will be determined by the seniority of the candidate according to remuneration policy after the selection process

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](mailto:min@childsdream.org) until 10<sup>th</sup> May 2024.

We will of course confirm that we have received your application and look very much forward to receiving your application.