



Thailand Charitable Organization Registration #350 under the Ministry of Finance

## ASSISTANT CONSULTANT (EDUCATION)

### ABOUT KENAN FOUNDATION ASIA

Kenan Foundation Asia believes in a world where everyone has the right to build a better life for themselves, their family, and their community. Every day, we are working in Thailand and the region to inspire students, develop skilled people, and grow strong leaders by empowering them with the knowledge, technology, and skills necessary for a better future. Whether it's an entrepreneur, a teacher, a student, a community leader, or non-profit manager, we conduct tailored, engaging activities to train, coach and equip them so they can achieve their dreams.

### OUR VALUES

- Partnership** We collaborate with our stakeholders to co-create and deliver services and programming that address the real challenges facing the people of the region.
- Inspiration** We are passionate about creating a sustainable future and take action to make it happen. Through our actions, we inspire others to act and do the same.
- Leadership** We are leaders in the field of social and economic development. We empower courageous, adaptable people to succeed in solving the challenges of globalization and provide opportunities and dignity for everyone.
- Integrity** We care deeply about our work and our reputation. We do not compromise our ethics, our values, or our professionalism. We take personal responsibility and use good judgement to drive our values in everything we do.

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### WHO ARE WE?

Kenan Foundation Asia, a non-profit development organization working in partnership with companies, governments, academia, and committed individuals to empower people with the knowledge, technology, and skills necessary for a better future.

### ROLE DESCRIPTION

Kenan is seeking for position of **Assistant Consultant** to provide administrative, coordination, and operational support for project implementation. The role involves organizing project activities, coordinating with internal teams and external stakeholders, preparing project documents, and supporting project reporting and communications.

This position's type of employment is Full Time with fixed term (1 Year Contract) with possibility to extend.

### KEY RESPONSIBILITIES

#### 1. Project Support & Coordination

- Coordinate project activities and logistics, including workshops, training programs, meetings, panel discussions, knowledge-sharing events, and other project-related activities.

- Conduct desk research, data collection, needs assessments, and basic analysis to support project implementation and reporting.
- Support project coordination and follow-up to ensure activities are delivered on time and in line with project plans.
- Collaborate with internal teams, consultants, and external partners to facilitate smooth project delivery.
- Prepare presentations, reports, meeting minutes, and other project-related documents.
- Monitor project expenses and maintain supporting documentation for budget tracking and reporting.
- Provide administrative and operational support as required for effective project implementation.

## 2. Stakeholder Engagement Support

- Assist in organizing stakeholder meetings, consultations, site visits, and partnership activities.
- Support communication and coordination with project partners, beneficiaries, and other stakeholders.

## 3. Communication & Knowledge Management Support

- Document project results, lessons learned, and good practices to support reporting and knowledge sharing.
- Maintain project records, databases, and other relevant information to support project management and reporting.

## SKILLS AND ABILITIES

### Soft Skills:

- Critical thinking skills
- Interpersonal skills
- Coordination skills
- Organizational skills
- Cross-cultural competency
- Information gathering and analysis

### Hard Skills:

- Presentation skills
- Writing skills
- English proficiency
- Computer literacy
- Data collection & analysis

## QUALIFICATIONS

- Bachelor's Degree or higher in Development, Political Science, Sociology, Education, or related fields
- Minimum 1 year of work experience, preferably in project implementation in the non-profit sector
- Excellent communication, cross-cultural, diversity, and good interpersonal skills.
- Professional facilitation and training skill is a plus.
- Excellent Thai and intermediate level of English Language written and oral skills.

## APPLICATION PROCESS

Interested applicants are invited to submit a full CV/resume detailing qualifications and experience, along with copies of relevant educational certificates directly to [Recruitment@kenan-asia.org](mailto:Recruitment@kenan-asia.org) with the subject line:

**Application for Assistant Consultant (Education) – Candidate's name**

Please note that only shortlisted candidates will be contacted.

*Kenan Foundation Asia is committed to a safe, inclusive, and respectful workplace. All employment decisions are based on the qualifications and competence of the applicants. As an employer, Kenan Foundation Asia is committed to promoting diversity, equity, and inclusion, and offers equal opportunities to applicants from all backgrounds, including but not limited to gender, age, national origin, religion, race, caste, ethnicity, sexual orientation, disability, or social status. As part of our commitment to integrity and accountability, all selected candidates will undergo rigorous reference and background checks.*

For more information, please contact [Recruitment@kenan-asia.org](mailto:Recruitment@kenan-asia.org) or call (+66) 2-260-0380.