

# Job Announcement

**The Education for Development Foundation (EDF)** was established in 1987 and was officially registered as a charitable organization No.255 under the laws of Thailand. Our goal is to improve education opportunities and the quality of lives for less fortunate children and youths in remote areas of Thailand. EDF believes that sponsored students will receive many opportunities to develop necessary life skills and gain valuable knowledge that can be applied throughout their lives.

We are seeking to fill the following vacant position.

## **Project & Scholarship Officer: (1 Position)**

The successful applicant will work with the team of Project Development and Scholarship Departments and will be responsible for managing large and small grants in Thailand.

### **Based in: Bangkok Office**

#### **Qualifications:**

- ✦ Thai National.
- ✦ Male/Female age not over 35 years old.
- ✦ Bachelor's degree or higher in Social Sciences, Liberal Arts, Humanities or any related field.
- ✦ Professional English communication skills (speaking and writing)
- ✦ At least one year experienced in project management and familiar with the entire project workflow will be an advantage.
- ✦ Able to work independently with multiple task assignments within limited deadlines.
- ✦ Computer-literate in all MS office applications and E-mail.
- ✦ Skills in designing, organizing and facilitating curricular activities or training sessions will be an advantage.
- ✦ Able to travel upcountry at short notice and be flexible to work outside normal working hours and during weekends when circumstances required.
- ✦ Good interpersonal skills.
- ✦ Good attitudes towards working for the welfare and the betterment of the society.
- ✦ Must have laptop accessories.

#### **Job description:**

- ❖ Liaise closely with schools on scholarships, scholarships selection process, scholarship recipients, as well as projects operation with target schools and communities.
- ❖ Coordinate and work with all levels of partners and stakeholders such as government sectors, communities, schools, colleges, universities, etc.
- ❖ Activities planning, preparation and implementation as well as projects' budget management.
- ❖ Be creative or provide suggestion in proposing new idea and technique to improve quality of project or scholarships outcome or making a good change to beneficiaries.
- ❖ Project and scholarships monitoring and evaluation.
- ❖ Develop (write) project and scholarships reports in both Thai and English.
- ❖ Be able to develop project and scholarship proposals.

❖ Work with other EDF Group members and other projects' assignments.

\*\* Interested persons, please submit your application letter with your **CV**, current **photo** and expected **salary** to **recruit@edfthai.org**

**Closing date for applications: 31 July 2025**