



Thailand Charitable Organization Registration #350 under the Ministry of Finance

SENIOR PROGRAM MANAGER (BASED IN YALA)

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.

Title:	Senior Program Manager
Reports to:	Deputy Chief of Party, Technical
Supervision of:	Program Manager(s) and Program Assistant(s)
Location:	Yala

ROLE DESCRIPTION:

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, is seeking a senior professional for the position of The Senior Program Manager (Based in Yala).

The Senior Program Manager is responsible for leading the process of mainstreaming and implementing citizen-centric local governance through the identification and piloting of interventions focused on policy, local capacity development, systems, and service delivery in local communities and with partner local governments in USAID Enhance focused areas in Thailand. Responsible for working with local government partners and non-governmental stakeholders to identify and create increased opportunities for engagement with citizens regarding local governance issues, with a view to establishing citizen participation and consultations as standard practices. Ensures the inclusion and active participation of youth, women, and minority groups in local governance. The Senior Program Manager will report directly to the Deputy Chief of Party (DCOP), Technical.

MAIN RESPONSIBILITIES AND TASKS:

- Manage Program Manager(s) and Program Assistant(s), and support the DCOP, Technical in identifying program opportunities, and in the designing, implementing, and monitoring subsequent technical activities;
- Implement activities in USAID Enhance's focused areas in Thailand, including capacity building of local governments and nongovernmental partners;
- Liaise with local government counterparts and non-governmental stakeholders in the design, implementation, and monitoring of technical activities in the North, Northeast and Deep South regions of Thailand;
- Support the DCOP, Technical in identifying program opportunities, and in the design, implementation, and monitoring of technical activities;
- Encourage constructive dialogue and engagement between local government, think tanks, academic institutions, media, civil society organizations, local communities, and the private sector stakeholders to build capacity and engage citizens in addressing local issues;
- Support the DCOP, Technical in monthly activity planning and ensures activities conform to approved work plan;
- Conduct program monitoring and responsible for reporting (e.g., annual report, quarterly report, weekly report, and other correspondences on program implementation);
- Develop Scope of Works and support the deployment of short-term technical assistance as needed;
- Ensure compliance of project operations with USAID, and Tetra Tech Home Office administrative policies and guidelines.

QUALIFICATIONS:

- Degree in social or political science, development, or related field; advanced degree preferred
- 7+ years of experience implementing community engagement, local government, citizen participation, and/or civil society programming in Thailand, especially the Deep South
- Solid knowledge of participatory concepts and tools, especially at the local level
- Experience working with minority and disadvantaged communities, including women, youth, and persons with disabilities.
- Proven success liaising with international development institutions, local government structures, minority communities, and government bodies.
- Experience implementing USAID or other donor-funded projects in Thailand.
- Fluency in Thai and advanced English language skills (written & oral)

SKILLS:

- Excellent organizational skills
- Demonstrate the ability to communicate clearly and effectively with all levels of staff.
- The ability to act as a leader and mediator in conflict situations.
- A working knowledge of data management using Microsoft Word and Excel software programs
- Demonstrates the authority and sensitivity to manage project staff
- Ability to effectively respond to continuously evolving priorities
- Ability to multi-tasks.

Interested applicants are invited to submit full resume indicating qualifications

And experiences, and cover letter to Recruitment@kenan-asia.org

Further information, please contact 02-260-0380 (K. Dolnepat – HR Specialist)