



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 – 3<sup>rd</sup> November 2025**

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:**

#### **Support of programme implementation**

- Coordinate and monitor the medical treatment of patients from enrolment to the programme until the case is closed (including coordinating with the Thai government, our partners and various hospitals in Thailand)
- Organise travel arrangements to ensure the smooth transportation of patients to Thailand, liaising with partners and 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 programme implementation and raise any issue with team head
- Evaluate programme implementation (output) and impact (outcome) and report the findings
- Conduct annual reviews 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 on patient's condition and treatment in the database
- Prepare legal documents for our patients (e.g. traveling permission from the government, hospital administration documents, debt contract and payment records).
- Prepare data collection for analysis
- Carry out other programme administration tasks as required.

**We are looking for someone who meets the following criteria:**

**Education and work experience**

- A strong interest in working for an NGO and contributing to our vision and mission
- A bachelor's degree in public health, medical science or related field. A Nursing degree is considered an advantage
- Minimum 5 years of work experience in related field including 3 years as a translator in a Thai hospital setting

**Hard skills**

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

**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 patients and their families
- 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 is required
- Fluent in spoken Burmese is required
- Spoken other ethnic language is an advantage
- Intermediate written and spoken English language

**Other requirements**

- A driving license is an advantage

**What we offer:**

- A full-time position in our Safe House in Chiang Mai with an unlimited contract
- A multicultural working environment with more than 14 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 with your full application in English (including motivational letter, salary expectation, resume, university transcripts, and two references).

Apply here: [>> LINK <<](#)

The application deadline is 17<sup>th</sup> October 2025.

We will of course confirm that we have received your application and get in contact with you again if you are among the shortlisted candidates for an interview. The interviews will be done on a rolling basis.