

Reporting To: Sustainable Projects Manager	Hours: Full time, average 35-40 hours per week
Location: Chiang Mai, Thailand	Anticipated Start Date: ASAP
	Application Deadline: Open until filled

Organization Description

Partners Relief & Development aims to see children affected by conflict and oppression living free, full lives. We respond with Emergency Relief through the provision of food, shelter, medical care and basic necessities during crisis events. And we invest in Sustainable Development that transforms community wellbeing, improves health and education, and provides a nurturing environment for children.

Job Description

Support the vision and mission of Partners by coordinating and managing project activities. This includes managing communication, and project implementation as well as the responsibility for budgets, reports, plans, and proposals. Support schools in Shan State to be fully self-sustainable, giving every child an opportunity for education. Support farmers in Shan State use natural resources to be fully self-sustainable.

Essential Functions

- Maintain regular contact with our partners in Myanmar and Thailand.
- Visit with sustainable school projects once a year to do monitoring and reporting.
- Work with our partners to ensure appropriate reporting and monitoring.
- Provide updates/photos/stories for social media when required.
- Maintain relationships with Shan leadership including local officials and community leaders.
- Write reports, proposals, budgets and manage the finances for this project.
- Organize logistics for trainings including translation and monitoring of agriculture projects.
- Assist with running agriculture training when needed.
- Work alongside other staff members across departments.
- Engage with project managers in the strategic planning process to meet program objectives.
- Give feedback and suggestions on ways of improving the project to meet its goals.

Other Functions

- Assist with other projects, training, and tasks as needed and as assigned.
- Help across other departments/projects as needed.
- Attend staff meetings and organizational gatherings as requested.

Position Requirements

- High School diploma or equivalent; Bachelor's degree preferred.
- Fluency in reading and writing Shan, Burmese, and English.
- Experience with community development projects preferred.
- Strong interpersonal skills in public speaking and building relationships with local people.
- Basic knowledge of computers and online communication.
- Self-motivated with excellent time-management skills and proven organizing and planning skills showing attention to detail.
- Creative with analytical skills, be able to think outside the box.
- Team player and able to work independently.
- Flexible, patient, and willing to learn.
- Ability to travel to other field locations when needed.
- Work within a Christian framework with sensitivity to various religious expressions and cultures.
- Work in an honest manner and also recognize the need for confidentiality at times.

Job Opening

Shan Sustainable Projects Staff



How To Apply

- Submit your resume/CV, and any other information to hr.sea@partners.ngo before the deadline.