

Vacancy Announcement: Scholarship Officer (m/f/d)

The Heinrich Böll Stiftung (hbs) is the German Green Foundation, which is part of the Green movement and conducts and supports civic educational and awareness building activities worldwide. Our main tenets are ecology and sustainability, participation and social justice. We are currently looking for a full-time Scholarship Officer based out of Chiang Mai.

Main responsibilities (in close cooperation with the Program Coordinator)

- Develop, establish and implement scholarship alumni activities (e.g. seminars, workshops, trainings, exchange programs, retreats, small grants etc.) to strengthen connections between hbs and its graduates
- Establish an alumni database and develop engagement strategies with alumni and active students via different communication channels
- Support incoming scholarship students in their first weeks with administrative arrangements (finding accommodation, opening a bank account etc.)
- Develop and implement information material for students and alumni such as a hbs scholarship guidebook etc.
- Plan and oversee a financial budget for extracurricular scholarship and alumni activities
- Provide orientation on the hbs scholarship program to incoming students selected for the scholarship
- Conduct financial orientations to the students
- Arrange stipend and tuition fees transfers
- Maintain regular exchange with the partner universities and support MoU processes and contract management

Required qualifications and competencies

- Thai nationality
- Proficiency in written and spoken English
- Bachelor degree in business administration, social sciences, environmental sciences, political sciences or related field; Master degree is an asset
- Experience working for educational institutions or NGOs is highly desired
- Demonstrated experience in working with scholarship holders and university students is a strong advantage
- Ability to take initiative and work with minimal supervision
- Strong motivation to work in a multicultural team
- Good computer skills in Microsoft Office, email applications, internet search and video conferencing



What we offer

- A competitive INGO salary
- A small and dynamic team in a friendly and interesting work environment
- Group health insurance
- 18 days of annual leave
- 2 days per week work from home after probation period and flexibility for more remote work in special circumstances (e.g. holiday periods; bad air quality seasons etc.)
- The possibility of taking part in professional development courses financed by our organization

Preferred starting date: Between June 01, 2024 – July 22, 2024

Please send your application consisting of your CV as a PDF and your short introduction in the email telling us your number one activity idea you would to do with our scholarship alumni to application@boell.org **until April 30, 2024.**

Please note that only shortlisted candidates will be contacted. We are looking forward to your application.