

Vacant Position Announcement

Thai nationals only

We are looking for **Programme Officer**, Kindernothilfe e.V. Thailand Office.

Kindernothilfe e.V. (KNH) is a not-for-profit organization committed to supporting vulnerable and marginalized children in realizing their full potential. KNH works with local NGOs and networks in over 30 countries around the world including Thailand, Laos, and Myanmar to promote and protect children's rights.

This position reports directly to the **Programme Coordinator**.

Roles and responsibilities:

- Provide administrative, logistical, and programmatic support to the KNH Thailand team and local partners to ensure effective project planning and implementation aligned with KNH's Child Rights Programming and Quality standards.
- Coordinate with partners to support administrative and procedural requirements across the project cycle.
- Participate in partner meetings and join the regular monitoring visits to monitor project progress and support team in backstopping and coaching partners.
- Review the progress reports and financial reports to ensure compliance with KNH's requirements and share initial feedback to the Programme Coordinator.
- Assist the Programme Coordinator in consolidating data and maintain KNH's program database for Country Strategy monitoring.
- Prepare field visit reports, workshop/training reports, and other required internal reports.
- Perform other tasks as assigned by the Programme Coordinator.

Qualifications:

- Age 27–35
- Bachelor's degree in Social Sciences, Development Studies, Business Administration, or a related field
- Minimum 3 years of experiences in an NGO or development projects, preferably in child rights-based or human rights-focused initiatives

Required Skills:

- Proficiency in Microsoft Office, Canva, and various online platforms
- Competence in basic data management and project data analysis
- Ability to multitask, strong organizational and time-management skills



- Effective interpersonal skills and proficiency in Thai and English (both writing and speaking)
- Ability to work collaboratively with partners and team members in a multicultural environment

Contract: One year contract (Possible to turn Permanent based on Performance)

Work station: Muang, Chiang Mai

How to apply:

Please send your curriculum vitae, including at least two references and your expected salary, to thailand@kindernothilfe.com with the subject line: **Program Officer Application**. Applications will be accepted until **25 August 2026**.