



Thailand Charitable Organization Registration #350 under the Ministry of Finance

ASSISTANT CONSULTANT (SOCIAL IMPACT AND INNOVATION)

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.

WHO ARE WE?

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.

ROLE DESCRIPTION

Kenan is seeking for position of **Assistant Consultant** to mainly for supporting project team in implementation according to the project plan, maintain positive client relations and collaborate with all stakeholders to ensure that the project plan is successfully executed with qualified deliverables. Moreover, Assistant Consultant need to support for developing the project report, concept note and proposal development.

This position is Full Time with fixed term (6 Months Contract) with possibility to extend.

KEY RESPONSIBILITIES

Project Management & Implementation

- Executing and/or facilitating project interventions including but not limited to training workshops, coaching/mentoring sessions, research, stakeholder meetings, outreach activities, M&E activities, etc.

- Providing coordination, logistical and administrative support for the team, especially upcoming events and training.
- Supporting on-site events and activities for various projects under Social Impact and Innovation Portfolio.
- Assisting in the design of project activities and agenda
- Collaborating with cross-functional teams to drive project implementation
- Preparing presentations, reports, concept notes, and other relevant documents
- Organizing a variety of events, such as kick-off/closing ceremonies, panel discussions, knowledge sharing sessions, etc. as part of the assigned projects
- Managing the expenses of assigned projects to ensure that project expenditure remains within budgetary line items
- Supporting other related tasks according to the project plans and other assignments as instructed

Stakeholder Management

- Building and maintaining positive relationships with donors, partners, beneficiaries, and other relevant stakeholders
- Assisting project managers in managing challenging situations that may adversely affect donors and stakeholders

Business Development/Brand Development

- Assisting senior staff in developing concept notes and project proposals
- Co-developing materials for communications and PR purposes

SKILLS AND ABILITIES

Soft Skills:

- Critical thinking skills
- Interpersonal skills
- Coordination skills
- Organizational skills
- Cross-cultural competency

Hard Skills:

- Presentation skills
- Writing skills
- English proficiency
- Computer literacy
- Data collection & analysis

QUALIFICATIONS

- Bachelor's Degree or higher in Development, Political Science, Sociology, Gender Studies, Economics, or related fields
- Minimum 1 year of work experience, preferably in project implementation in the non-profit sector
- Experience in project coordinator would be a plus

APPLICATION PROCESS

Interested applicants are invited to submit a full CV/resume detailing qualifications and experience, along with copies of relevant educational certificates directly to Recruitment@kenan-asia.org with the subject line:

Application for Assistant Consultant (Social Impact and Innovation) – Candidate's name

Please note that only shortlisted candidates will be contacted.

Kenan Foundation Asia is committed to a safe, inclusive, and respectful workplace. All employment decisions are based on the qualifications and competence of the applicants. As an employer, Kenan Foundation Asia is committed to promoting diversity, equity, and inclusion, and offers equal opportunities to applicants from all backgrounds, including but not limited to gender, age, national origin, religion, race, caste, ethnicity, sexual orientation, disability, or social status. As part of our commitment to integrity and accountability, all selected candidates will undergo rigorous reference and background checks.

For more information, please contact Recruitment@kenan-asia.org or call (+66) 2-260-0380.