



Position Title: Program Coordinator
Organization: Foundation for Local Development (FLD)
Salary: THB 40,000 per month
Duration: Full-time, two-year contract (with possibility of extension)
Location: Chiang Mai or Mae Sot
Closing Date for Applications: 23 August 2026

Background

The Foundation for Local Development (FLD) is a registered non-profit organisation based in Chiang Mai. FLD provides training, management and consultancy services in support of community organisations and community development initiatives in southeast Asia. Funding has been secured to stimulate small and medium enterprises (SMEs) in the agricultural and food security sectors across conflict-affected areas of southeastern Myanmar.

Position Summary

This position will coordinate interventions across five agencies to ensure program objectives are delivered on time, within budget and in compliance with donor requirements. The successful candidate will have experience and skills in project management, strengthening livelihoods and cross-cultural communications with Thai, Karen, Burmese and international stakeholders. The Program Coordinator reports directly to FLD's Interim Director.

Duties and Responsibilities

- Coordinate synergies between FLD consortium partners to ensure effective project management for timely and cost-effective delivery of project outputs.
- Oversee an assessment of market systems, the strengthening of SMEs and promotion of an enabling policy environment.
- Liaise with donors to ensure timely reporting, compliance with grant requirements, and proactive communication on project progress and risks.
- Supervise Monitoring, Evaluation, Accountability, and Learning (MEAL) staff and activities to measure progress towards performance indicators.
- Work closely with FLD's Finance Manager on project finances and procurement in accordance with FLD financial policies and grant requirements.
- Promote gender equality, diversity and social inclusion (GEDSI) and conflict sensitivity.

Qualifications, Skills and Experience

- Qualifications or relevant experience in business administration, including project cycle management, MEAL systems and donor reporting requirements preferred.
- Food security and enterprise development experience with conflict-affected communities, authorities and service providers in southeastern Myanmar preferred.
- Cross-cultural communication and relevant language skills for working with Thai, Karen, Burmese and international stakeholders.
- Thai citizenship or eligibility to apply for a work permit in Thailand essential.

Submission of Applications

Qualified candidates are encouraged to submit a letter of interest, contact details for two references, and a CV no later than **Sunday 23rd August 2026** via email to fld.office@protonmail.com

Please note that only short-listed candidates will be contacted.

Foundation for Local Development.
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