



Child's Dream Foundation

238/3 Wualai Road
T. Haiya, A. Muang
Chiang Mai 50100
Thailand

A non-profit organisation
supporting children in need
in the Mekong Sub-Region

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www.childsdream.org

Child's Dream is a Swiss-registered charitable organisations (NGO) helping children and communities in need in the entire Mekong Sub-Region (Thailand, Burma, Laos, Cambodia and Vietnam). **Child's Dream Foundation** is also registered as a Thai charitable foundation. For our office in Chiang Mai we are looking for an

Assistant Field Coordinator (Laos)

Tasks

Field-related (70%)

- identifying new projects in Laos: building networks and relationships
- evaluating potential target communities in Laos: liaising with communities leaders and teachers to obtain information, preparing project documentation and conducting needs analysis
- project and financial planning: establishing cost estimates, time frames, liaising with community leaders and teachers, construction companies and suppliers of building materials
- project implementation and management: conducting field visits in the Mekong Sub-Region, evaluating and supervising progress against indicators
- organizing activities with beneficiaries on various topics

Office-related (30%)

- general office work using computers
- providing support for accounting / book-keeping
- writing short reports and updates
- basic translations from Thai to English or vice versa
- communicating with other NGOs' and government organizations

Required Qualifications

- minimum BA/BSc degree
- Thai or Laotian national
- 2-3 years working experience
- solid IT skills (MS Word, Excel, Powerpoint, Outlook)
- proficiency in Thai or Laotian language, knowledge of English and ethnic or regional languages is an advantage
- likes to work with children and likes to travel (occasionally on weekends)
- flexible, creative, out-going, independent personality with good interpersonal, communication and networking skills
- motivation to work for an NGO
- driver's licence

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We offer a dynamic work environment with the following working hours: Monday to Friday, 08.00 – 12.00 and 13.00 – 17.00. If you are interested, please send your full application **in English** (including motivation letter with salary expectations, resume, university transcripts and reference letters) to tai@childsdream.org or by post to

Ms Charuwan Phaisantham
Senior Field Coordinator
Child's Dream Foundation

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Application deadline is **Thursday, September 30th, 2010**. Candidates who do not receive a response within two weeks after our application deadline may deem their application to be unsuitable.

Chiang Mai, August 18th, 2010