



Are you looking for a new, challenging job opportunity at a not-for-profit, development organisation in a fun team with a great passion for helping others? Child's Dream Foundation in Luang Prabang, Laos PDR is seeking an ambitious

## Head Programmes - Laos PDR

**Starting date of position – as soon as possible**

Together as a team, we at Child's Dream are here to empower people in the Mekong-Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth and young adults for sustainable development.

Our programme team in Laos PDR needs your support with overseeing and leading the programme management of various education programmes benefitting youth, adolescents and communities in Laos PDR. You will play a vital role in developing and managing programmes, handling the budget, leading the programme team, and evaluating our work to achieve our organisational goals.

### **Your duties and responsibilities include but are not limited to:**

#### *Programme Development*

- support the development and implementation of our programme strategy in Laos PDR
- ensure that both existing and new programmes are strategically aligned with the organisation's and country strategy, contributing effectively to strategic goals

#### *Programme Management*

- oversee and guide the team in managing their programmes independently (University Scholarship Program Lao Bachelor, Basic Education-High School and Vocational Scholarship, and Scholarship Program with Partners)
- design and implement comprehensive training activities for the scholarship students, including youth development programmes, curriculum development, and workshop facilitation.
- manage and control budgets and the team's administrative expenses in accordance with the budget approved and internal budget regulations
- support the preparation of annual programme plans including activity planning, designing new interventions and budgeting for approval by the Country Director and Managing Director - Programmes
- monitor and evaluate programme activities, outputs and outcomes following the M&E plan developed together with our M&E team in our head office in Chiang Mai
- conduct programme reviews, develop continuation plans and phase-out strategies
- provide regular feedback and updates on current or potential programmes to the Country Director
- identify, develop and initiate new programmes and defend proposals in Project Evaluation Committee
- conduct independent site/field visits in Laos for monitoring, problem solving and managing programs (30% of your working time)

*Lead and manage our programme team*

- lead our programme team by setting an example and fostering empathy
- build a strong team spirit within the organisation
- promote the capacity development of each team member
- develop and maintain a strong feedback culture in the team
- Collaborate with the Country Director and Regional Human Resources Manager on Human Resources planning

*Maintain and grow a strong network*

- build and maintain strong relationships with different stakeholders
- facilitate donor visits to showcase our impactful work

**We are seeking for a person who meets the following criteria:**

*Education and work experience*

- a strong interest in working for an NGO and to contribute to our vision and mission
- a bachelor's degree in Education Administration, International Relations, Development Studies, Social Science, or equivalent education
- at least 7 years of relevant working experience in programme in the I/NGO sector or related field

*Hard skills*

- proven knowledge of education context in Laos and Thai Northeastern and Laos boarder areas & Government relations
- advanced knowledge in project cycle management and budgeting
- solid IT skills (MS Word, Excel, Power point, E-mail)
- workshops: designing & facilitation

*Soft skills*

- proven leadership skills to form a working environment
- demonstrate the ability to accept, implement and give constructive feedback
- excellent communication and interpersonal skills
- great attention to detail and a critical mind
- excellent organisational and time-management skills

*Language skills*

- Laotian or Thai mother tongue is required
- highly proficient written and verbal English language skills

**Other requirements**

- ability to travel frequently
- a driving licence

**What we offer:**

- a full time position in our office in Luang Prabang, Laos PDR with an unlimited contract
- a multicultural working environment with more than 12 nationalities
- a working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- salary will be based on the relevant work experience, skills and knowledge plus, monetary and non-monetary benefits.

Did we spark your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, university transcripts, and two references) to [logan@childsdream.org](mailto:logan@childsdream.org).

The application deadline is **1<sup>st</sup> September 2024**.

We will of course confirm that we have received your application and get in contact with you again if you are selected for an interview.