



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 Lao PDR in Luang Prabang is seeking an ambitious

## **Assistant Programme Coordinator (For University Scholarship - Bachelor Degree Programme)**

### **Starting date of position - Immediately**

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.

Are you passionate about working with youth or young adults and would like to contribute to our beneficiaries personal and professional development? Then you are the right person and we need your support with the management of our university scholarship programme in Lao PDR.

### **Your duties and responsibilities include but are not limited to assisting with the following:**

#### **Programme Development**

- Assist in developing and implementing procedures, training curriculums, and handouts
- Build a professional network among various stakeholders

#### **Programme Implementation**

- Assist training sessions and activities to build the capacity of scholarship students
- Assist in managing the selection process for new scholarship students and monitor their progress
- Coordinate with students and stakeholders throughout the programme
- Write training reports and regular program updates in English, including monitoring reports from student meetings
- Plan and prepare monitoring trips to ensure programme effectiveness
- Track scholarship student alumni and maintain follow-up records

#### **Programme Administration and Finance**

- Assist in preparing and managing programme budgets and expenditures
- Prepare and manage work-related payments and receipts
- Assist in conducting evaluations and monitor programme activities and outputs
- Handle other administrative tasks related to the programme as assigned by the Line Manager

**We are looking for someone 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 graduate diploma, bachelor's degree or equivalent education
- Minimum 2 years of working experience as social worker or in project management within the educational NGO sector or in a related field

**Soft skills**

- A strong interest in becoming an empathic coach and mentor with proactive attitude and excellent people skills
- Great attention to detail, a critical mind and problem solving skills
- Good organisational and time-management skills
- Strong written and verbal communication skills
- Ability to inspire and motivate others and be inspired

**Hard skills**

- Basic understanding of project cycle management and interest in learning budgeting of programme
- Good facilitation and training skills to conduct various workshops and trainings
- Interest in conducting life skills training and coaching of scholarship students
- Knowledge about Lao PDR education system is highly preferred
- Solid IT skills (MS Word, Excel, Power point, E-mail)

**Travel requirements**

- Ability to travel frequently
- Often requiring driving

**Language skills**

- Lao mother tongue
- Very good command of written and verbal English language

**What we offer:**

- A full time position in Luang Prabang, Lao PDR with an unlimited contract
- A multicultural working environment with more than 14 nationalities in the region
- A working culture based on trust, constant exchange, lean hierarchy and constant learning and development
- The 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 [xue@childsdream.org](mailto:xue@childsdream.org).

The application deadline is 30<sup>th</sup> September 2024.

We will of course confirm that we have received your application and look very much forward to receiving your application.