

# Job Position : Program Quality Coordinator & Technical Assistant

## WHO WE ARE

World Vision Foundation of Thailand is a Christian humanitarian, development and advocacy organization devoted to improving the lives of children, their families and communities by tackling the root causes of poverty. With nearly 50 years of experience in the country, we help all people regardless of race, gender, and religion.

## OUR SELECTION PROCESS

We embrace diversity, employing people from a variety of cultural and religious backgrounds. We take our child and adult safeguarding responsibilities seriously and we are committed to providing an environment that is safe for children. All successful candidates will undergo all required pre-employment checks which is inclusive of a criminal record check. Our stringent recruitment procedures make sure the safest and most suitable people work with the children in our programmes.

Come join our team in Thailand, be part of our more than 33,000 staff working in 100 countries and share the joy of transforming vulnerable children's life stories!

***Learn more about our work at [worldvision.or.th](http://worldvision.or.th)***

## PURPOSE OF POSITION

Ensures effective coordination that contributes to work efficiency and effectiveness within Program Quality and Implementation Group or Team and support liaising and coordination with other groups, divisions, departments and relevant staffs or functions in the organization.

Provides technical assistance and translation support to the Program Quality and Implementation in support of the achievement of division, departments and teams' objectives and targets that are aligned to WVFT's strategic objectives and contributes to partnership initiatives.

The position provides support in the organizational efforts of capacity building with Program Quality and Implementation team which, includes tracking of organizational calendar of events, training or learning & development of staffs based on the priority technical competencies and coordinating the learning process between PQI and P&C.

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## MAJOR RESPONSIBILITIES

### Planning & Coordination 25%

Assist in the planning, coordination, and implementation of all PQI activities, events, and meetings, ensuring they run smoothly and meet deadlines. Assists the teams or departments in PQI in disseminating important organizational and partnership updates to team members or to others teams and units. Also, tracking of important plans in support to Our Voice and other partnership policies

### Administration & Documentation 30%

Maintain program records, reports, presentations, and proposals. Manage program documentation, databases, and general administrative support tasks. Assists in the engagement of staff and teams and provides documentation assistance in learning events, team meetings, planning, budgeting, and other related events.

### Stakeholder Engagement & Communication 25%

Serve as the primary point of contact for programs particularly on new projects or proposal development liaising and backstopping requests and communication between PQI and PAM and other relevant teams and functions. Facilitate effective communication and positive relationships among all stakeholders through translation support.

### Capacity building, and Monitoring 10%

Develop and regularly update the organizational calendar of events, training and L&D activities including tracking and reporting of progress linking to the priority technical competencies (DME, program management, partnering, advocacy, & sponsorship) and coordinating the learning process between PQI and P&C.

**Perform additional duties assigned by the manager to support program and organizational priorities which, includes Our Voice action plan, Safeguarding requirements, ESCA policy and action plan, other relevant partnership initiatives, policies and requirements (10%)**

## KNOWLEDGE, SKILLS AND ABILITIES

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- Bachelor's Degree in Development or Social Sciences and other related fields
- At least 2 years' experience in providing technical and administrative, coordination, translation support to organizational planning and management processes
- Understanding of humanitarian development, child-focused, community-based development approaches
- Demonstrated skills in documentation and report writing
- Communication skills, both written and oral
- Critical thinking skills for data and report analysis
- Strength in facilitation, coordination, and organization of materials, documents and events and administrative skills
- Ability to analyze and use data for presentation, report writing and support decision-making and reporting.
- Proficiency in MS Office & Teams, ability to leverage digital platforms and AI tools for program delivery, data analysis, reporting, and process automation, ensuring ethical and effective use.
- Fluency in Thai and English (written and spoken).
- Ability to travel frequently within program areas and occasionally nationally up to 10% of the time.
- Satisfactory pre-employment medical report verified by medical doctors from licensed hospitals.

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As a child focused organization, World Vision Foundation of Thailand is committed to the safeguarding of children, therefore any offer of employment is conditional upon the successful completion of applicable background checks, including a criminal records check.

By submitting your application, you understand and accept that World Vision Foundation of Thailand will process the data you provide for the purposes of your application and in accordance with the World Vision Foundation of Thailand - Job Applicant Privacy Notice.

World Vision Foundation of Thailand

Applicants are required to send a CV and cover letter via email to [Banyen\\_Muenjob@wvi.org](mailto:Banyen_Muenjob@wvi.org) **Tel. 02-0229200 Ext.154**. Applications will be reviewed on a rolling basis, with interviews scheduled with suitable candidates on a rolling basis. Any questions or requests for additional information can be directed to the emails and phone number above.