

POSITION DESCRIPTION

Title: Program Director

Location: Bangkok

Purpose & Reporting Structure:

The Program Director (PD) is responsible for devising a national strategy for CCF to combat child poverty and uplifting the quality of life of disadvantaged children in Thailand. In particular this will involve undertaking strategic program development initiatives that ensure improved quality, effectiveness and efficiency of CCF-funded activities. The PD will guide and lead the Program department and Area Offices (currently 8 Area Offices) in developing and implementing sustainable, high quality programs designed to achieve lasting impact in the well-being of children & communities. The PD plays a significant role in positioning CCF FT as a leader in child development in Thailand.

The PD reports to the National Director and is a part of the country senior management team.

Responsibilities:

Program quality

1. Lead the country strategic planning process through investigation of child poverty issues and development niche, as well as devising missions, program goals, sectoral focus, outputs, impacts, and success indicator measures.
2. Lead the development and implementation of annual program plans to ensure program quality, cost-effectiveness, participatory and community approach with focus on sustainability.
3. Lead the Area Offices in their operations to achieve the goals of the country strategic plan as well as to fulfill the Area targets. Assess and build capacity of Area Teams in program management and organizational development.
4. Ensure that CCF child sponsorship programs are in line with the international standard.

Policy advocacy

5. Build and maintain strategic contacts and networking with international and national-level agencies responsible for child development, universities, research institutes for policy influencing, advocacy of CCF best practices, and program collaboration. Represent CCF FT in international arena and national-level networks of GOs, NGOs, CBOs and Private sector or assign appropriate staff to do so.

Resources mobilization

6. Maximize the Organization's potential for accessing additional funding resources and other supports from donor organizations and Private sector in Thailand to broaden and deepen CCF outreach to needy children.

Sponsor education

7. Guide the Organization's sponsor education program through various means and coordination with other Departments to ensure sponsors' understanding, continuous contributions and support to CCF FT's missions.

Level of Decision Making/ Action Expected:

The PD will be expected to manage the Program department for daily operations, recommend a framework and rotation of staff's responsibilities on the basis of their expertise, program development needs, complexities of tasks and risks, oversees and appraises the staff's performance. The PD has one manager and one specialist under supervision and 5-6 program team which is based in Bangkok. The PD oversees the operations of all Area Offices, currently 8 Offices countrywide. The creation and responsibility of a budget and staffing need assessments and fulfillment are required.

Required Skills:

- Comprehensive knowledge of child poverty
- Strong skills in 1-2 program development sectors e.g. ECD, quality education, health, water & sanitation, food security or livelihood programs, children's participation, people's empowerment
- Strong leadership, communication, facilitation and coordination skills
- Outstanding English language skill (written & spoken)
- Effective under pressure, result-oriented, proactive, work independently
- Strong ability to build relationships internally and externally
- Strong commitment to social cause

Education/ Work Experience

- Advanced university degree in development and related fields
- At least 10 year experience in managing large scale development programs, preferably at national level (e.g. community development, poverty reduction or related fields). Experience in child-focused program is an advantage.
- Cross-cultural sensitivity and experience

Working Conditions:

- Work will be required outside core business hours
- Based in Bangkok with intensive travel, domestic and abroad