



**KAREN TEACHER WORKING GROUP (KTWG)**

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P.O.Box 39 Maesariang, Mae Hong Son, Thailand 58110

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## **Job Description: Program Manager**

Position	Program Manager
Report To	Executive Director
Direct Reports	Program Coordinator (s)/ Project Coordinator(s)
Location	Maesariang, Thailand
Pay Level	M1 (0-5)
Employment Type	Full-time
Open Date	17 <sup>th</sup> February, 2026
Closing Date	27 <sup>th</sup> February, 2026

### **Working week and location**

This position requires a minimum commitment of 40 hours per week, Monday to Friday. In alignment with programmatic needs and organizational priorities, the selected candidate may be required to work outside normal office hours and, when necessary, on weekends or public holidays to ensure effective program implementation.

The role is based in Mae Sariang, Thailand, and may require occasional travel within Thailand and to program areas in Burma/Myanmar as required.

### **Job Summary**

**KTWG is a rapidly growing organization seeking enthusiastic, experienced, and dynamic individuals to support our long-term development.**

The Program Manager is responsible for planning, overseeing, and coordinating various programs, including In-Service, Pre-Service, Education Assistance, Emergency, and Infrastructure programs, in alignment with KTWG's mission and strategic objectives. The role includes coordinating multiple projects, managing resources effectively, ensuring compliance with organizational policies and donor requirements, and monitoring program performance to achieve planned results and overall impact.

The Program Manager works closely with internal teams, stakeholders, partners, and donors to ensure that programs are implemented effectively, delivered on schedule, and managed within the approved budget. Key responsibilities include strategic planning, team supervision, budget oversight, reporting, proposal development, risk management, and ongoing program monitoring and evaluation.

The Program Manager ensures that quality standards are maintained across all programs, identifies opportunities for improvement and growth, collaborates closely with the Executive Director on organizational operations, and promotes strong coordination and teamwork to maximize program impact and long-term sustainability.

## **Key Responsibilities:**

- Lead the planning, implementation, and coordination of In-Service, Pre-Service, Education Assistance, Emergency, and Infrastructure programs in line with organizational strategy.
- Develop annual work plans and ensure timely execution of program activities.
- Oversee multiple projects to ensure activities are delivered on schedule and within approved budgets.
- Monitor and evaluate programs to track progress and measure impact.
- Review program data to inform decision-making and improve performance.
- Conduct regular program reviews and recommend corrective actions and improvements.
- Manage program budgets and monitor expenditures to ensure cost control and accountability.
- Review and approve financial documents, payment requests, and procurement plans in accordance with organizational procedures.
- Ensure efficient and effective use of resources in line with financial policies and internal controls.
- Ensure compliance with organizational policies, donor regulations, and relevant legal requirements.
- Identify potential risks and implement appropriate mitigation measures.
- Prepare timely and accurate narrative reports for management and donors.
- Supervise program staff, provide guidance and performance feedback, and support professional development.
- Promote teamwork and collaboration across all program areas.
- Maintain strong working relationships with stakeholders, partners, donors, and relevant authorities.
- Represent the organization in meetings and coordination forums as required.
- Contribute to proposal writing and program design to support resource mobilization efforts.
- Work closely with the Executive Director to support overall organizational operations and strategic growth.

## **Qualifications:**

- Relevant bachelor's degree in management & administration, or a related field.
- 5+ years of progressive experience in project or program management.
- Proven experience managing multiple projects simultaneously.
- Experience in budgeting, financial oversight, and resource allocation.
- Knowledge of monitoring and evaluation (M&E) frameworks.
- Familiarity with organizational policies, compliance, and reporting standards.

## **Skills:**

- Demonstrated ability to motivate and guide cross-functional teams.
- Strong conflict resolution and decision-making skills
- Experience in program design and implementation
- Skills in risk assessment and mitigation planning
- Competence in budget development and financial monitoring

- Strong data analysis and reporting skills
- Excellent problem-solving and critical thinking abilities
- Familiarity with data management systems
- Basic knowledge of compliance and regulatory requirements
- Language Skills: Proficiency in Karen, English, and Burmese; basic knowledge of Thai.

Personal Attributes:

- The ability to motivate teams, command respect, and drive a shared vision, even without direct reporting authority.
- A focus on the big picture to align multiple projects with organizational goals, coupled with proactive, critical thinking to resolve complex issues.
- Active listening, clear verbal/written communication, and the ability to build trust with diverse stakeholders.
- Strong prioritization, attention to detail, and a forward-looking mindset to identify and mitigate risks.
- Remaining calm under pressure and being flexible in the face of changing priorities or unforeseen obstacles
- Commitment to KTWG's mission and values.

KTWG is a local NGO. KTWG strongly advocates for the equal opportunity and promotes a diversified and inspiring working environment.

A monthly salary will be offered at 47,000 – 53,000 THB, commensurate with the candidate's qualifications and relevant professional experience.

For the candidates who are not residing in Mae Sariang, shared accommodation will be provided.

Further information about KTWG can be found on our Facebook page or at <https://ktwg.org>

**How to apply:** Interested candidates, please submit application including a letter of interest and complete curriculum Vitae to the Human Resource Department, Karen Teacher Working Group (KTWG). Po.Box 39 Maesaring, Mae Hong Song, Thailand 58110 or via email to [hr@ktwg.org](mailto:hr@ktwg.org) by 27<sup>th</sup> February, 2026 (Friday). Late application will not be considered.

Reference and background checks will be conducted for successful candidates. Only shortlisted candidates will be contacted. Karen Teacher Working Group is an equally opportunity employer. All qualified individuals are encouraged to apply.

*“The Karen Teacher Working Group has a zero-tolerance policy for violations related to Child Safeguarding and Protection from Sexual Harassment, Exploitation, and Abuse (PSHEA). All staff members must adhere to the Group's Code of Conduct, which includes Child Safeguarding and PSHEA policies, at all times, both during and outside of working hours.”*