

VACANCY ANNOUNCEMENT

Position: Project Assistant for Child Rights and Education Project (Thai National Only)

Duty Station: Mae Sot, Tak Province, Thailand

Employment Type: Full-time

Expected Starting Date: 1 October 2026

About the Position

Rights Beyond Borders (RBB) is seeking a motivated and committed **Project Assistant – Child Rights and Education** to support the implementation of projects promoting child rights, child protection, education, and the wellbeing of Children on the Move. The Project Assistant will work closely with senior team members, project staff, local stakeholders, government authorities, NGOs, CBOs, schools, and communities to support the effective implementation, monitoring, and reporting of project activities.

Key Responsibilities

Under the overall supervision of Senior Team Members, the Project Assistant will be responsible for:

- Supporting the day-to-day implementation of project activities related to child rights, child protection, and education.
- Coordinating and collaborating with relevant project stakeholders, including local government authorities, NGOs, CBOs, schools, and community partners.
- Supporting the Senior Team Members in conducting regular project monitoring, follow-up, and documentation.
- Collecting relevant project information and assisting in the preparation of monthly, activity, and other project reports.
- Participating in relevant coordination and network meetings at local and national levels.
- Providing interpretation and language support during workshops, meetings, and other project activities when required.
- Supporting communication and coordination with project participants and relevant communities.
- Carrying out other relevant duties as assigned by the Senior Team Members or Director.

Desired Qualifications and Experience

- A minimum of two years of relevant work experience with a non-governmental organization (NGO), community-based organization (CBO), or related organization.
- A university degree in social sciences, education, development studies, or another relevant field.
- Knowledge and understanding of child rights, child protection, and migrant education, particularly in migration and displacement contexts, is an advantage.
- Sound knowledge and understanding of project or program implementation.
- Good interpersonal, coordination, and communication skills.
- Ability to work effectively both independently and as part of a team.
- Self-motivated, proactive, committed, flexible, and able to work effectively in a multicultural environment.
- Good computer skills, including Microsoft Word, Excel, PowerPoint, email, and internet

applications.

- Fluency in Thai. Knowledge of English and Burmese is an advantage.

Child Safeguarding

RBB is committed to promoting and protecting the rights, safety, and wellbeing of children. The successful candidate will be required to comply with RBB's Child Safeguarding and Child Protection. Appropriate safeguarding checks and procedures may be conducted as part of the recruitment process.

Remuneration

This is a locally recruited position. RBB offers a salary based on its local salary scale, together with a benefits package in accordance with the organization's policies.

How to Apply

Interested candidates are invited to submit the following:

- A cover letter explaining their interest in and suitability for the position;
- A current CV/resume and contact details for 3 references.

Applications should be submitted to **info@rightsbeyondborder.org** by **20 September 2026**.

Only shortlisted candidates will be contacted for an interview.

Rights Beyond Borders is an equal opportunity employer and encourages qualified candidates from diverse backgrounds to apply.