WE ARE HIRING!

Programme Manager / Project Coordinator
South-East Asia Coalition for Academic Freedom & PNMD / Panna Vidhi Foundation

Location: The Institute of Human Rights and Peace Studies, Mahidol University

The Programme Manager / Project Coordinator is a shared role between the Southeast Asian Coalition for Academic Freedom (SEACAF) and the Panna Vidhi Foundation, hosted by the Institute of Human Rights and Peace Studies, Mahidol University. The Programme Manager /Project Coordinator will support management in the design, planning, coordination and implementation of key activities of both programmes with main responsibilities for activities executed in Thailand.

SEACAF is an initiative to build a regional coalition of like-minded individuals and institutions to defend and promote academic freedom in the Southeast Asian region. The SEACAF seeks to popularize principles of academic freedom, empower existing domestic initiatives, and engage in advocacy among academic institutions and national politics.

The Panna Vidhi aims to strengthen the capacity of Myanmar's youth, researchers, and civil society to critically engage with issues of conflict and rights; to empower changemakers, including women and community leaders to apply their learning locally; and to foster a vibrant ecosystem of rights-based knowledge that supports civic participation, inclusive governance, and bottom-up peacebuilding in Myanmar.

Together with the Panna Vidhi, the SEACAF will strengthen the human rights movement and strengthen ecosystems with a specific focus on ensuring access to rights-based education in Myanmar for at-risk populations and in the promotion of academic freedom in Southeast Asia. The Programme Manager Project Coordinator will play a vital role in ensuring the programs are effectively implemented, with full participation and ownership of project partners/members, and with a long term view on their sustainability.

Main Responsibilities:

1. Support planning of and ensure oversight of the implementation of project activities in close coordination with the SEACAF Regional Director and Panna Vidhi Foundation Programme Manager to ensure implementation according to the strategy, workplans and budget;
2. Lead coordination of activities implemented in Bangkok under the SEACAF and Panna Vidhi in close collaboration with under Team members
2. Coordinate financial and administrative requests, including timely requests for fund disbursements with Mahidol University to ensure smooth implementation of program activities;
3. Support the SEACAF and Panna Vidhi Teams in monitoring and evaluating activities, and in preparing the narrative and financial reports;
4. Ensure regular coordination with SEACAF members and Panna Vidhi's partners, for supporting successful engagement e in programme activities;
5. Ensures compliance with donor requirements, including ensuring implementation of anti-corruption and fraud policy, IT & data protection policies; and
6. Lead the development of the SEACAF sustainability plan.

Qualifications:

- Bachelor's degree or higher in a related field
- At least 5 years of experience in program management or project coordination, familiarity with programme cycle management, budget monitoring and reporting for development partners and other donors
- Excellent Microsoft Office skills
- Strong communication skills and sound collaborative abilities to work in teams
- Fluency in English and Thai required
- Thai national post
- Respect for diversity and commitment to human rights principles

To apply: Send a cover letter and CV to **program@seacaf.org** with the email subject line **"[Surname] – Application for Programme Manager / Project Coordinator"**
Deadline: 15 December 2025