



The Tea Leaf Center Co., Ltd | Thailand
www.thetealeafcenter.org

Job Description: Director

Deadline: ASAP, no later than 16 June

Start Date: August 2024

Applications will be considered when received and the position may be filled before the deadline

The Tea Leaf Center

The Tea Leaf Center Co., Ltd. is a social enterprise research and training consulting firm based in Thailand. We support locally-led research by providing tailored coaching and training, on-call support, and platforms to connect researchers.

The Tea Leaf Center was registered as a company limited in Thailand in 2018. Since its formation, the Tea Leaf Center and its directors have conducted evaluations and other research for international and local NGOs and conducted trainings on writing and research upskilling for local organizations working in environmental conservation, land rights, public health, migrant education, human rights and other areas.

The Tea Leaf Center has three work areas:

- 1) Capacity-Building: Building the capacity of local civil society and community-based organizations to conduct high-quality and impactful research through trainings and mentorship;
- 2) Community of Practice: Support build a strong and diverse research community in Southeast Asia through networks and dialogue opportunities; and
- 3) MEAL: Monitoring, evaluation, accountability, and other learning research services.

The Position

The Tea Leaf Center is hiring a Director to take over the management and strategic direction of the Tea Leaf Center as the co-founders (including current Director) will be stepping away from leadership roles. The Director role involves, at minimum, liaising with clients/potential clients and building project teams, overseeing projects where necessary, and contributing to research and training projects as appropriate (depending on the incoming Director).

The position is flexible and can be adjusted depending on the vision and interests of the incoming Director. The TLC is currently operating as a network of consultants managed by a part-time, volunteer Director but the incoming Director is free to seek grant/core funding to build the Tea Leaf Center into a more formal organization, if desired. This is an opportunity to join an established organization with a history of providing effective and important research support.

This position is open to candidates of any nationality, and may be located remotely or in Chiang Mai, Thailand. However, the candidate is expected to be available online during working hours in Southeast Asia and available to travel as needed in Southeast Asia (travel expenses paid within the region).

Responsibilities

- Manage and oversee research and M&E research and training projects led by Tea Leaf Center staff and consultants, including
 - managing the relationships with client organizations,
 - developing TORs and workplans,
 - ensuring pedagogical quality of the curriculum developed/adapted by the lead trainer,
 - ensuring quality of the research, and;
 - overseeing implementation including ensuring the training/research meets the Tea Leaf Center standards and that monitoring and evaluation data is collected as needed;
- Conducting outreach and developing new relationships with potential clients for research trainings and mentorship;



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- Managing research and training consultants; and
- Managing overhead and other costs, and overseeing legal status and financial reporting.

Qualifications (required)

- At least a bachelor's degree and relevant 5-10 years' experience working in non-profit field, especially involving management of research projects.
- Ability to contribute to TOT trainings and mentor trainers to improve their skills
- Experience managing small teams
- Experience conducting outreach and managing partnerships
- Proficient working English (spoken and written).
- Commitment to empowering local communities and civil society organizations.
- Able to work independently and as a team.
- Willing to contribute to different areas of the Tea Leaf Center's work and organizational development.
- Demonstrated ability to work respectfully and inclusively with people of diverse backgrounds, including ethnic and religious minorities and other marginalized populations.

Qualifications (preferred)

- Master's degree in a relevant subject.
- Experience in organizational development
- Experience conducting trainings, including related to research and/or MEAL.
- Experience in grant writing and managing grants
- Proficient in Thai, Burmese or another regional national or minority language a plus.

Compensation

Working on projects for the Tea Leaf Center is compensated on a daily rate basis according to the agreements with clients. Other organizational development/management (est. 2-3 days/month) is currently voluntary. There are some ongoing projects and others in development, and clients frequently approach the Tea Leaf Center for projects. However, the incoming Director would also be expected to seek out work to support their compensation. The incoming Director may also seek grant funding according to their experience, vision, and availability.

How to Apply

Send the following application materials to info@thetealeafcenter.org with the subject line “**Director Application**” **as soon as possible, no later than 16 June 2024** (applications will be reviewed when received and a decision may be made before the deadline):

- CV/resume;
- Cover letter explaining relevant experience and reasons for applying; and
- The names and contact information of two references, including at least one with direct knowledge of the applicant's management and/or research experience.