

## Program Officer for the JICA Thailand Office



**Job Title:** Program Officer

**Office Location:** JICA THAILAND OFFICE

31st floor, Exchange Tower, 388 Sukhumvit Road, Klongtoey Bangkok 10110, THAILAND

**Contract Period:**

- 1 year fixed-term contract, and can be extended up to 2 years upon mutual agreement
- Starting from the beginning of June 2025

**Salary and Benefits, etc.:**

- THB 30,000 – 40,000 per month (depending on the experience and qualification)
- Benefits/Welfare; Bonus (2 times a year), commutation allowance, 20 days paid leave/year, medical insurance, annual medical checkup package, provident fund

**Job Description:**

Main responsibilities are as follows:

- Assist operations and carry out assigned tasks related Humanitarian-Development-Peace Nexus along the border and concerning areas. The tasks include coordination with Thai Government Ministries, International Agencies, Private Companies, I/NGO, Civil Society Organizations, as well as Universities and other academic institutions, formulation, management and monitoring of new/on-going projects, procurement and accounting procedures, logistical arrangement for missions from Japan and related countries, information gathering, etc.
- Carry out other tasks and duties as instructed by the Chief Representative, Senior Representative or other designated staff members in JICA Thailand Office.

**Requirements and Qualifications:**

- Nationality: Thai
- Academic background: Minimum Bachelor's degree (Major not specified).
- Language: High level of English skills. Ability to conduct interviews with external JICA officials and take minutes in English.  
Ref: TOEIC 860, TOEFLiBT 100, IELTS 6.5 or equivalent.  
Myanmar language skills are a plus.
- Others:
  - ❖ Basic IT skills (MS Office, Word, Excel, PowerPoint, Outlook, Teams, etc.)
  - ❖ Communication skills to negotiate and build good relationships with external organizations.
  - ❖ Have a strong interest in the political and social situation of Thailand's neighbouring countries, humanitarian aid, social development and international contributions.
  - ❖ Able to acquire new knowledge and skills on his/her own initiative.
  - ❖ Experience in project management and assistance is desirable.

**Application:**

Interested candidates are requested to submit followings to < [ti\\_oso\\_rep@jica.go.jp](mailto:ti_oso_rep@jica.go.jp) >

1. Curriculum Vitae with a passport-size photo attached,
2. Copy of academic transcripts,
3. Reference letter (if any)
4. Copy of English language certificate such as TOEIC/TOEFL/IELTS, and
5. A cover letter

**Selection Process:** Document selection and interview at our office

**Deadline:** May 1, 2025

Only those who passed the documentation screening will be contacted.