

VACANCY NOTICE

Program and Administrative Officer

Start date: 1 September 2025

Location: Bangkok, Thailand

Hours: Full-time, 40 hours per week (with occasional evenings and weekends).

Application deadline: 20 July 2025, 5:00 PM Bangkok time

Who we are:

The **Friedrich-Ebert-Stiftung (FES)** is an independent, private and non-profit organization headquartered in Germany. The **FES Thailand Office**, established in 1970, has been committed to fostering dialogue, sharing knowledge, and supporting social, economic and environmental development in Thailand through seminars, workshops, research projects, publications, and collaborative initiatives. The FES Thailand Office currently runs activities that help to promote sustainable economic growth, social justice and gender equality, shape the future of work, support policies to protect our climate, and strengthen international dialogue on geo-economic issues and the future global order. At the heart of our work is our worldwide network of offices through which FES conducts dialogue programs and advisory activities in over 100 countries.

To learn more about FES Thailand, please visit: <https://thailand.fes.de/>

Your role and tasks:

The **Program and Administrative Officer** is a vital role within FES Thailand, providing comprehensive support to the Resident Director and the FES Thailand team in organizing activities such as workshops, seminars, conferences and international dialogue programs and in supporting the publication of print and online media products. The Program and Administrative Officer is also responsible for general office administration, public relations as well as liaising with government institutions regarding official procedures such as visa, office registration and reporting.

Key Responsibilities

Program and Event Management:

- Support the Resident Director and Program Managers in coordinating and managing FES activities both at national and international level;
- Prepare, implement, and follow up on FES activities. Manage event logistics including venue, flights, accommodation, transportation, catering, audio-visual, interpretation services, event updates, and other requirements;
- Assist in creating event-related materials such as invitations, speaker bios, name badges, table cards, posters, backdrops, stationery, and fabric bags;
- Provide on-site and online event support, participant registration, and post-event follow-up;
- Support the Financial Manager in the preparation of payment requests, collecting financial documents, and organizing event-related financial paperwork.

Office Management and Administration:

- Perform all regular administrative and secretarial tasks, including correspondence, document preparation, filing, and procurement;

Office Management and Administration (*continued*):

- Manage internal calendars, in-house meetings, catering, and office logistics;
- Coordinate and maintain communication between the building management and internal office teams, regarding rental, lease, service agreements, as well as other office issues;
- Monitor office inventory, including supplies and equipment, and ensure timely replenishment;
- Manage and maintain FES Thailand's knowledge and filing database;
- Provide IT support, in coordination with FES's regional IT team and local IT service provider;
- Support the Resident Director in scheduling appointments, booking travel and accommodation, and other personal administrative assistance as needed.

Official Procedures and Government Liaison:

- Liaise with the Ministry of Labour (MOL), Immigration Office and other government institutions regarding visa and work permits, office registration, reports, and other official procedures.

Publication and Public Relations Management:

- Support the design, production, distribution, and promotion of FES research studies, policy briefs, brochures, newsletters, and event materials in both print and digital formats;
- Liaise with the FES Regional Communication team and FES Thailand team to manage, update, and oversee content for FES Thailand's website and social media channel;
- Monitor the performance of digital content and contribute creative ideas to improve outreach, visibility, and brand consistency;
- Serve as the primary point of contact for inquiries, visitors, service providers, and interested parties about FES's work and respond to program-related requests;
- Support the coordination of official visits and appointments for international guests;
- Maintain and regularly update the office contact database.

What we expect:

We are seeking a professional, proactive, and service-oriented individual with strong administrative, organizational, communication, and interpersonal skills. The successful candidate will be part of a small, collaborative team working in a dynamic international environment.

Essential:

- Bachelor's degree in a social science field (e.g. Political Science, International Relations, Economics, Public Administration, Development Studies, Communication Arts, or a related field);
- Minimum of 2 years' professional experience in office administration, program/project support, event coordination, or communications roles;
- Excellent organizational and administrative skills. Detail-oriented, ability to multi-task and manage time well;
- Strong communication and interpersonal skills in both English and Thai (written and spoken);
- Good knowledge of office software (Microsoft Office Suite), online event platforms (Zoom, MS Teams), social media management, and website content management systems;
- Ability to work independently and as part of a small, multicultural team;
- Professional, service-oriented, proactive, and resourceful attitude;
- Thai national

Desirable:

- Alignment with FES' mission and values;
- Previous experience working in and/or knowledge of the administrative processes of international organizations, INGOs, NGOs, or government agencies;
- Familiarity with the Thai government's administrative procedures (e.g. work permits, visa applications, MOL formalities);
- Interest in social, political, and economic issues in Thailand and the region.

Are you interested?

Please send your motivation letter (maximum 500 words), CV (maximum two pages), contact details of two referees as well as relevant supporting documents (such as evidence of training and previous professional experience) **by 20 July 2025, 5:00 PM Bangkok time** to: info.thailand@fes.de

(Please use the subject line: *Program and Administrative Officer Application – [Your Name]*)

Only shortlisted candidates for interview will be contacted.

Equal Opportunity Statement

FES Thailand is committed to fostering an inclusive, diverse, and equitable working environment. We welcome applications from all suitably qualified individuals irrespective of gender, age, sexual orientation, gender identity, religion, belief, or background. Recruitment decisions are made solely on the basis of qualifications, competence, and organizational requirements.