

VACANCY NOTICE

Communication and Program Assistant

Start date: As soon as possible

Location: Bangkok, Thailand

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

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. The FES Thailand Office also coordinates external communication and social media outreach of FES Asia-Pacific regional working lines on Geopolitics, Trade Union Cooperation, Gender Justice as well as Climate and Energy policies.

To learn more about FES Thailand and FES Asia-Pacific, please visit: <https://thailand.fes.de/> and <https://asia.fes.de>

Your role and tasks:

Under the overall guidance of the FES Resident Director, the **Communication and Program Assistant** will support the FES Thailand team in the management and coordination of programmes and activities, as well as the production and dissemination of media and communication outputs at both national and international levels. The Communication and Program Assistant will also support the Regional Communications Coordinator in creating communication materials for regional projects across Asia-Pacific (Trade Union Cooperation, Gender Justice, Geopolitics, Climate, and Energy). In addition, the Assistant will also support communications colleagues across 13 national offices by providing communications guidance and helping share national office content on regional channels.

Key Responsibilities

Program Management Support:

- Provide support to FES programs and activities throughout the project cycle, from planning and implementation to monitoring, reporting, and evaluation, contributing to the Thailand project working lines (Labour and Social Policies, Just Transition, and Geopolitics & Geoeconomics);
- Assist in the organization of events such as seminars, workshops, conferences, and dialogue events, including the preparation of event materials, logistical arrangements, liaison with stakeholders, and the provision of on-site and virtual event support;
- Contribute to the design, production, distribution, and promotion of FES publications, including research studies, policy briefs, newsletters, and event materials in both print and digital formats;
- Monitor the performance of digital content and contribute innovative ideas to enhance outreach, visibility, audience engagement, and brand consistency;
- Assist in facilitating communication and networking with partners and stakeholders in Thailand and internationally, and represent FES in relevant engagements and activities as required.

Communications Support:

- Create graphics (using Canva) and draft captions for English-language social media posts on national and regional project works;
- Work with service providers to produce communication materials (articles, publications, videos, posters, roll-ups), assist with the procurement process and ensure compliance with relevant financial regulations;
- Manage, update, and oversee content on FES Asia-Pacific and FES Thailand's websites and social media channels;
- Provide guidance and support to communications colleagues across 13 national offices on FES communication policy updates, and help share national office content on regional channels;
- Compile, summarize, and present basic information/data on FES projects and related topics as well as maintain files and databases.

What we expect:

Essential:

- Bachelor's degree in a social science field (e.g. Political Science, Economics, Communication Arts, International Relations, Development Studies, or a related field);
- Minimum of 2 years' professional experience in program/project management or support, communications, or event coordination roles;
- Good knowledge of graphic design for social media (e.g., Canva or Adobe Illustrator), social media management (e.g., Facebook, X, LinkedIn), office software (Microsoft Office Suite), and online event platforms (Zoom, MS Teams);
- Strong communication and interpersonal skills in both English and Thai (written and spoken);
- 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 in, or knowledge of, project management and communications within international organizations, INGOs, NGOs, or government agencies;
- 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 26 October 2026, 5:00 PM Bangkok time** to: info.thailand@fes.de

(Please use the subject line: *Communication and Program Assistant – [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.