

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 January 2025

Salary and Benefits, etc.:

- THB 34,000 – THB 50,000 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 mainly to social security sector and humanitarian-development-peace nexus along the border areas. The tasks include coordination with Thai Government Ministries, Agencies, Private Companies, Civil Society Organizations, as well as Universities and other academic institutions, formulation and monitoring of new/on-going projects, procurement and accounting procedures, logistical arrangement for missions from Japan, 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 or Japanese (the applicant must hold working visa.)
- Academic background: Minimum Bachelor's degree (Major not specified).
- Work history: At least 5 years' working experiences.
- Language: Business level of English and Thai is required. Proficiency in Japanese is an advantage.
 - High proficiency in English, preferably above TOEFL-iBT 80 or TOEIC 860 or IELTS 6.5, is required.
 - High proficiency in Thai, preferably above Grade2 of Thai-Go-Kentei for Japanese nationalities, is required.
 - Proficiency in Japanese (N2 or above) will be an advantage.
- Others:
 - ❖ Basic IT skills (MS Office, Word, Excel, PowerPoint, Outlook, Teams, etc.)
 - ❖ To negotiate and build good relationships with external organizations.
 - ❖ To proactively gather information from internal and external sources and respond to issues on their own initiative.
 - ❖ Strong communication skills to be able to work cooperatively with others.
 - ❖ To be able to accommodate business travel with overnight stays.
 - ❖ Working experiences in an international environment are preferred, especially working in International Development Institution is an advantage.
 - ❖ Strong interest in the social security field or Humanitarian-Development-Peace Nexus is preferred. Work experiences in those fields are advantage.

Application:

Interested candidates are requested to submit followings to < 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: Monday, December 2, 2025