

## In-house Consultant for the JICA Thailand Office



**Job Title:** In-house Consultant

**Office Location:** JICA THAILAND OFFICE

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

**Contract Period:**

- 6.5 month fixed-term contract
- Starting from September 1, 2026 – March 15, 2027

**Salary and Benefits, etc.:**

- THB 40,000 – 55,000 per month (depending on the experience and qualification)
- No other Benefits/Welfare

**Job Description:**

Main responsibilities are as follows:

- 1 Database and Methods Development for long-term KCCP engagement and alumni engagement
  - 1.1 Database update
    - Checking current database and discussing with JAAT to understand JAAT database
    - Sending questionnaire and gathering information
    - Analyzing the database and proposing menu of activities
    - Identifying some alumni to work with for the selected activities
  - 1.2 Engagement methods with KCCP alumni
    - Review of existing methods (both JICA TH and other overseas offices)
    - Proposing new methods to engage with long-term KCCP participants
    - Launching pilot activities to test the methods (if any, apart from 1.1 (3))

- Making a study session to share findings with JICA HQ and Domestic Centers
  - Submitting report to JICA for recommendations and posting the event online
- 2 Management of Long-term KCCP Participants (current scholars)
- 2.1 Long-term KCCP Participants Gatherings
- Self-learning on JICA KCCP and sharing with other NS
  - Preparing for online follow-up with current scholars
  - Conducting online follow-up with current scholars
  - Making report for sharing with JICA HQ and Domestic Centers
- 2.2 Support new long-term Long-term KCCP candidates (esp. SDGs/Public International Law)
- Distributing and promoting G.I. of new long-term KCCP courses
  - Conduct online open house/Q&A to promote SDGs and other JICA scholarships
  - Following up with TICA and candidates to meet the application deadline
  - Preparing and screening documents
  - Sharing pre-matching results with TICA and the candidates
  - Following up with the candidates on their application with university
  - Preparing appointment with new JICA scholars and support for pre-departure orientation
- 3 PR activities
- 3.1 PR activities for long-term KCCP
- Planning PR materials to promote long-term KCCP based on 1 and 2
  - Procuring designers (and working with interns) and printing companies for the PR materials
  - Working with designers to edit the PR materials
  - Sending the materials to long-term KCCP alumni
- 3.2 PR activities for JICA Thailand
- Working with JICA Thailand PR Team in planning events and PR materials
  - Supporting set-up of PR booths/events and booth dismantle
  - Engaging guest relations at the booths/events
  - Supporting PR Team in procuring designers and printing companies
- Supporting PR Team in editing the PR materials

### **Requirements and Qualifications:**

- Nationality: Thai
- Academic background: Minimum Bachelor's degree (Major not specified).
- Language: High level of communication skills to conduct interviews, survey. Ability to make written summary and analysis in English.  
Ref: TOEIC 780, TOEFL iBT 79, IELTS 6.5 or equivalent.
- IT skills: Data management, Microsoft Office, design applications for PR materials is a plus

- Others: Detail and result-oriented, high interpersonal skills, positive and forward-looking mindset, ability to work in a team setting, ability to manage tasks and priorities to meet deadlines, ability to propose ideas and realize those initiatives on his/her own. Experience in working under an alumni association is a plus

**Deliverables:**

During the contract period, the In-house consultant is expected to deliver the following as the service outputs in English:

1. Monthly report about activities with proposals and plans for improvement
2. Monthly work record
3. Update of long-term KCCP database
4. Pilot activity with alumni and study session after the activities
5. Online follow-up sessions with the current scholars
6. PR materials (e.g. the KCCP newsletter)

**Application:**

Interested candidates are requested to apply through [The information sheet for an applicant to In-House Consultant – Fill out form](#) and submit the following required documents 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
5. A cover letter expressing intention and abilities that meet the requirements and qualifications

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

**Deadline:** July 10, 2026

Only those who passed the document screening will be contacted.