

## 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 the middle of July 2026

**Salary and Benefits, etc.:**

- Up to THB 37,000 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:**

A Program Officer is expected to get engaged in the Humanitarian-Development-Peace Nexus with special attention to Myanmar displaced person and migrants in Thailand as per the supervision/instructions of designated staff members in JICA Thailand Office. Main tasks are as follows;

- To collect the information on the status of Myanmar migrants/displaced persons in Thailand and related issues through the various sources (ex. the internet, social media, news sites, the home page of governments, donors, international agencies, I/NGO)
- To monitor and report the situation of Myanmar migrants/displaced persons in Thailand to the JICA staff in charge
- To make an appointment with Thai government ministries, local governments,

health/educational public institutes through preparing an official letter in Thai and other required arrangement

- To arrange meeting with international agencies, private companies, I/NGO, civil society organizations, as well as universities and other academic institutions
- To participate in the relevant meetings, seminars, workshop and related occasions, take notes and interpret/translate between Thai and English.
- To actively take part in formulation, implementation, monitoring of new/on-going activities/projects.
- To develop the network with related organisations and individuals.
- To prepare and submit situational reports on the status of Myanmar migrants/displaced persons
- To prepare presentation materials for the workshops or meetings if required.
- To take part in training/seminars provided for JICA national staff
- To make proper file management (organizing, storing, naming, securing, and retrieving files
- To provide administrative/logistic support for JICA HQ or other offices to make business trip to Thailand
- To support the JICA staff in charge for procurement, accounting, logistical arrangement as per JICA Thailand Office regulation.

To carry out other tasks/duties than described as above 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).
- Approximately 10 years' experience in the humanitarian and development sectors (experience in public sector organizations would be an advantage)
- 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:
  - ❖ Have IT skills required for the assigned tasks (MS Office, Word, Excel, PowerPoint, Outlook, Teams, etc.)
  - ❖ Have a strong interest in the political and social situation of Thailand and its neighbouring countries, humanitarian aid, social development and international contributions.
  - ❖ Possess sufficient experience in project management and assistance is desirable.

- ❖ Possess strong communication skills and be able to work collaboratively with colleagues and business partners to carry out duties.
- ❖ Be inquisitive and proactive in acquiring new knowledge and skills.

**Application:**

Interested candidates are requested to submit followings to < [ti\\_oso\\_rep@jica.go.jp](mailto:ti_oso_rep@jica.go.jp) > and also fill in the forms from [The information sheet for an applicant to JICA programme officer – Fill out form](#)

1. A cover letter
2. Curriculum Vitae with a passport-size photo attached,
3. Copy of academic transcripts,
4. Copy of English language certificate such as TOEIC/TOEFL/IELTS, and
5. Reference letter (by your immediate line manager or appropriate position of the most recent employer)

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

**Deadline:** May 28, 2026

Only those who passed the documentation screening will be contacted.