

ASSISTANT MANAGER (INTERNATIONAL DEVELOPMENT) – ASI THAILAND

LOCATION	Thailand (Bangkok, hybrid).
REPORTS TO	Principal Manager – APAC.
SERVICE AREAS	Asia-Pacific.
INDICATIVE SALARY	THB 70,000 per month.

ABOUT THE ROLE

Adam Smith International (ASI) is a global advisory company that works locally to transform lives by making economies stronger, societies more stable, and governments more effective. ASI is headquartered in London, and our Asia Pacific regional office in Sydney was established in 2012, to lead multi-donor business growth and project delivery across the region. In 2024 we are currently operating in 15 Asia-Pacific countries.

In 2021, ASI Australia established a regional representative office in Bangkok, Thailand, to service our growing Southeast Asia portfolio. It is within the Bangkok office that this Assistant Manager role will be based, working closely with our APAC colleagues at our Sydney regional headquarters and based throughout the APAC region.

The Assistant Manager will perform project administration activities, supporting and learning from experienced Program Managers in the team. The Assistant Manager will perform project administration activities, supporting and learning from experienced Program Managers across the Asia Pacific team to ensure the successful delivery of projects. The role will provide administrative and operational support across all stages of the project lifecycle, including budgeting, expenditure tracking, work planning, logistics coordination, consultant management, and record keeping. The Assistant Manager will also support the recruitment and engagement of project staff, advisors, associates, subcontractors, and other partners by preparing Terms of Reference, job descriptions and contracts, conducting due diligence checks, and maintaining accurate project records and compliance documentation.

ABOUT YOU

We are seeking a highly motivated, detail-oriented, and adaptable professional with:

- 3 to 5 years of experience in international development, project management, or consulting.
- A background in working with INGOs, embassies, diplomatic agencies, or multinational organizations.
- A degree in a relevant field, e.g. operations management, risk management, business administration or international development.
- Fluency in English and experience in working in an English-speaking work environment.
- Higher level of computer skills including the full Microsoft suite, especially Word, Excel and PowerPoint. Experience with databases and project management software an advantage.

- Strong organizational and problem-solving skills with a proactive attitude.
- Interest in program delivery, project administration, and business development.

The successful applicant must have the right to live and work in Thailand and will be contracted locally.

Key responsibilities

- **Project Management**
 - Support Program Managers in the Asia Pacific team in the successful management of projects including:
 - Tracking and providing expenditure documentation to support client billing
 - Establishing and ensuring completion of relevant trackers to support record keeping and retrieval
 - Support program budget development and ongoing forecasting, including sourcing costs
 - Work planning and task scheduling
 - Preparing Terms of Reference/job descriptions and contracts for new consultants
 - Undertaking due diligence for new consultants, subcontractors and other partners
 - Logistics management e.g. booking hotels, flights for consultants; organising visas
 - Work planning and task scheduling
- **Firm and Team building**
 - Support the recruitment of associates and preparing associate and supplier contracts
 - Collaborate with global colleagues to strengthen Asia Pacific presence in internal messaging, websites, policies, working groups and more
 - Work with the team to produce communications materials that detail the company's experience and capability in the Asia Pacific region
- **Business Development.**
 - Conduct background research on business development opportunities and support sector-specific and regional research for technical proposals.
 - Assist in proposal development by formatting documents, updating team CVs, obtaining expense costs, and negotiating consultant fee rates.

WHAT WE OFFER YOU

ASI is committed to corporate integrity and a triple bottom line of social, environmental and financial performance. Our people are at the heart of our strategy and our decisions. We offer a dynamic and friendly team environment, the opportunity to support work that makes a meaningful impact in people's lives, and support to develop your own skills and progress in your career.

We recognise the importance of your life outside of work. We are proud to support flexible working arrangements, and commit to make a success of flexible working arrangements wherever possible. We've built a culture to reflect our values, full of likeminded professionals who are smart, passionate and great at what they do.

SAFEGUARDING AND PRE-EMPLOYMENT CHECKS

ASI is committed to safeguarding and promoting the welfare of those we work with, and we expect all staff to share this commitment. All offers of employment are subject to satisfactory pre-employment checks, including reference checks, confirmation of the right to work in the relevant country, and a criminal record or police check appropriate to the country of engagement. Some programs require additional clearances; if this applies, we will discuss the process with shortlisted candidates.

HEARD ENOUGH? READY TO APPLY?

We are keen to hear from you. Please submit a CV and a one-page cover letter setting out your motivations and suitability.

Application link: <https://adamsmithinternational1.recruitee.com/o/assistant-manager-international-development-apac-3>

Application deadline is 31 July 2026. Please note that the applications will be reviewed on a rolling basis.

ASI welcomes applications from people with disability. We provide reasonable adjustments throughout the hiring process. Let us know how we can make the process accessible for you.