



Job Description (JD)

Communications and Administrative Support Officer Asia-Pacific Development Center on Disability (APCD)

About APCD

The Asia-Pacific Development Center on Disability (APCD) is a regional center dedicated to promoting the rights and empowerment of persons with disabilities across the Asia-Pacific region. We work to create an inclusive society through capacity building, disability awareness, and knowledge sharing.

Position Summary

We are seeking a motivated and well-organized Communications and Administrative Support Officer to join our team. This is an excellent opportunity for newly graduated professionals to start their career in the development sector while contributing to meaningful work in disability rights and inclusion. The role provides essential support in both communications and project administration, contributing to APCD's activities and initiatives across the Asia-Pacific region.

Key Responsibilities

Communications & Content Creation:

- Produce high-quality written content for print publications and online media platforms
- Create engaging communications materials for APCD's projects and activities
- Develop content for social media, websites, newsletters, and promotional materials
- Document project activities through writing, photography, and other media formats
- Ensure consistent messaging across all communication channels

Project & Administrative Support:

- Provide administrative support for APCD activities and projects
- Assist in organizing and coordinating project events, meetings, and workshops
- Maintain project documentation and records in an organized manner
- Support project implementation and monitoring activities
- Prepare reports, presentations, and other project-related documents
- Coordinate with internal teams and external partners as needed
- Handle general administrative tasks to support smooth operations

General Duties:

- Maintain organized filing systems (both physical and digital)

- Adapt quickly to changing priorities and project needs
 - Support team members across various activities as required
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Required Qualifications

Education & Experience:

- Bachelor's degree in Communications, Journalism, Public Relations, Business Administration, or related field
- **Fresh graduates** are welcome to apply
- Internship or volunteer experience in communications, content creation, and/or administrative work is an advantage
- Experience working with NGOs, international organizations, or disability-related organizations is a plus

Skills & Competencies:

- Excellent bilingual proficiency in Thai and English (written and spoken)
- Strong understanding of print and online media production
- Proven ability to produce clear and engaging written content
- Strong organizational and project coordination skills
- High level of discipline and attention to detail
- Exceptional flexibility and adaptability in work assignments
- Ability to manage multiple tasks and meet deadlines
- Strong interpersonal and communication skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Familiarity with digital communication tools and social media platforms
- Basic photo/video editing skills are a plus

Personal Attributes:

- Eager to learn and develop professional skills
- Self-motivated with ability to work independently
- Team player with collaborative mindset
- Professional demeanor and positive attitude
- Commitment to disability rights and inclusion
- Willingness to take on new challenges

Preferred:

- **Thai nationality**
 - **Age not exceeding 30 years**
 - Male candidates are preferred for this position
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What We Offer

Professional Development:

- Hands-on experience in international development work
- Opportunity to work on meaningful projects promoting disability inclusion
- Exposure to regional networks and stakeholders
- Mentorship and guidance from experienced professionals
- Skills development in communications, project management, and administration

Compensation & Benefits:

Salary: 17,275 THB per month

Benefits:

- Social Security coverage
 - After successful completion of 3-month probation period:
 - Health Insurance
 - Provident Fund
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Working Conditions

- Full-time position
 - Based at APCD office
 - 3-month probation period with performance evaluation
 - May require occasional travel for project activities and events
 - Supportive learning environment for early-career professionals
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How to Apply

Interested candidates are invited to submit the following documents:

- Updated CV/Resume
- Cover letter explaining your interest in the position and commitment to disability inclusion
- Portfolio of previous work, if available
- one reference (academic or professional)

Application Deadline: 28 February 2026

Send applications to: Asia-Pacific Development Center on Disability (APCD)

Contact person: Ms. Kularb Gaysornsri (Administrative manager)

Contact Email: kularb@apcdfoundation.org; nongnuch@apcdfoundation.org;
panomkorn@apcdfoundation.org

Contact Phone Number: 66-(0)-2354-7505 to 8, Address: 255 Rajvithi Rd., Rajthevi, Bangkok 10400
Thailand

APCD is committed to diversity and inclusion. We encourage applications from persons with disabilities and individuals from diverse backgrounds. We especially welcome applications from newly graduated professionals who are passionate about making a difference in the disability inclusion movement.

Equal Opportunity Statement

While we have expressed a preference in our ideal candidate profile, APCD evaluates all applicants based on their qualifications, skills, and ability to perform the essential functions of the position. We are committed to providing equal employment opportunities to all qualified candidates.