

**Job title:** PROGRAM OFFICER  
**Location:** Bangkok, Thailand  
**Contract type:** Full-time  
**Start:** As soon as possible

## **BACKGROUND**

The Fulbright Program is an international academic exchange program founded in 1946 with an ambitious goal — to increase mutual understanding and support friendly and peaceful relations between the people of the United States and the people of other countries. Today, the U.S. government oversees an extensive suite of fellowships and scholarships in partnership with more than 160 countries worldwide, including Thailand.

With a bilateral agreement between the governments of Thailand and the United States, the Fulbright Program was established on July 1, 1950, and registered as the Thailand-United States Educational Foundation (TUSEF) or Fulbright Thailand. The TUSEF promotes and oversees academic and scholarly exchanges of Fulbright programs between Thailand and the United States under the direction of the binational Board of Directors. The Fulbright Thailand manages over 13 degree and non-degree programs for Thais and Americans each year.

For more information, please visit the TUSEF website at <https://www.fulbrightthai.org/> and Facebook page at <https://www.facebook.com/FulbrightThailand>.

## **DUTIES AND RESPONSIBILITIES**

Under the overall supervision of the Program Manager, the Program Officer will primarily be responsible for administering Fulbright programs and will assist the other team members in organizing other activities of the TUSEF. S/he will undertake the following tasks:

- Lead the implementation of Fulbright programs, including monitoring, evaluation, and learning (MEL) for continuous improvement and reporting of assigned programs.
- Support grantees, including guideline development and program orientation, to meet the program requirements, and ensure their safety and well-being throughout their grant period.
- Assist the Program Manager in the preparation of the work plan and budget.
- Collaborate with a Strategic Engagement and Partnerships Officer to promote and attract candidates to apply for the programs and disseminate program success stories.
- Collaborate with an Admin Officer to provide grantees with administrative and logistical support, including flights and visas.
- Establish good working relationships with Fulbright program partners, such as schools, universities, and governments of Thailand and the United States.
- Ensure that program documents are properly kept, organized, and stored in physical and electronic formats in accordance with the TUSEF and funders' standards and procedures.

- Perform other tasks as assigned and needed for successful program implementation.

## **QUALIFICATIONS AND REQUIREMENTS**

- Bachelor's degree from a recognized college or university. Master's degree is preferred.
- At least three years' work experience (Master's) or five years' work experience (Bachelor's) in program coordination/management.
- Thai national is required.
- Experience in working with government agencies, intergovernmental agencies, or academic universities is required.
- Experience with U.S. funded projects is highly desirable.
- Proven effective communication skills in English, both written and oral. This includes networking, negotiation, and diplomatic skills.
- Self-starting, ability to take initiative and work with minimal supervision are required.
- Ability to work both independently and in a team in a multicultural environment is necessary.
- Microsoft Office, Google, E-mail, Social Media Applications, and Internet navigation skills are required.
- Willingness to undertake domestic travels.

## **HOW TO APPLY**

Interested candidates are invited to send an application letter with current and expected salary, and a resume or curriculum vitae in PDF format to [tusef+recruitment@fulbrightthai.org](mailto:tusef+recruitment@fulbrightthai.org) with the subject line "**Application for Program Officer**".

Applications will be reviewed on a rolling basis until filled, with the first round of reviews on **October 21, 2024**. Candidates are encouraged to apply as soon as possible. The TUSEF reserves its rights to offer a Program Assistant position to candidates with less experience. The salary for this position will depend on qualifications and experience and be in line with the budget.

TUSEF is an equal opportunity employer, and does not discriminate based on race, color, sex, language, religion, ethnicity, disability, age, sexual orientation, or gender identity. TUSEF does not charge applicants any fees. While we respect all applications, only the shortlisted candidates will be contacted.

We look forward to receiving your application and considering you for this exciting opportunity within the Fulbright Thailand.