

Terms of Reference (TOR)

Position: Senior Program Officer

Project: AUN/SEED-Net Secretariat

Location: Bangkok, Thailand

1. Objective of the Position

The Senior Program Officer is responsible for the successful leadership and implementation of the project's academic programs, and the rigorous management of financial administration. The position ensures all activities are conducted in strict compliance with AUN/SEED-Net and JICA's operational and financial guidelines.

2. Scope of Work and Responsibilities

A. Program Management

- Lead the planning, execution, and monitoring of core programs, including the Research and Education Grant (REd-UC), Regional Conferences, and scholarship program.
- Serve as the primary liaison for 26 Member Institutions (ASEAN) and 18 Japanese Partner Universities.
- Oversee the maintenance of project databases, including participant and alumni records.
- Manage and facilitate the operational implementation of the STI Coordination Project (funded by Japan ASEAN Integration Fund) in collaboration with the AUN Secretariat and Kyoto University to ensure successful delivery.

B. Financial and Accounting Administration

- Manage fund disbursements and monitor the timely and eligible utilization of funds.
- Conduct rigorous verification of financial reports and supporting documents (receipts, invoices, etc.) to ensure audit-ready accuracy.
- Ensure all financial transactions strictly adhere to JICA financial regulations and project guidelines.
- Prepare program contracts and track budget expenditures against the annual plan.

3. Qualifications

- **Nationality:** Thai.
- **Education:** Bachelor's degree.
- **Experience:** Minimum 5 years of professional experience. Direct experience in project accounting, financial monitoring, or grant administration is mandatory.
- **Language:** Excellent command of written and spoken English.
- **Technical Skills:** * Advanced proficiency in MS Excel for complex financial tracking and data analysis.
 - Exceptional attention to detail and accuracy in handling financial documentation.
 - Proven coordination and interpersonal skills in a multicultural/international environment.

4. Reporting Line

The Senior Program Officer reports to the JICA Expert assigned to the AUN/SEED-Net Secretariat.

5. Duration of Assignment

- **Contract Period:** July 2026 – July 2027 (Renewable until March 2031, subject to mutual agreement).
- **Notice Period:** 1-month written notice is required from either party for the termination of the contract