



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 15 degree and non-degree programs for Thais and Americans each year.

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

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Executive Director, the Program Officer will primarily be responsible for administering Fulbright programs i.e., Fulbright English Teaching Assistant (ETA) Program, Teaching Excellence and Achievement (TEA) Program, 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 ETA and TEA 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 Executive Director and Finance Officer in the preparation of the work plan and budget.
- Collaborate with the Strategic Engagement team 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, Institute of International Education (IIE), International Research & Exchanges Board (IREX), 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.
- Ability to work proactively while maintaining appropriate communication and escalation practices with leadership.
- Ability to work both independently and in a team in a multicultural environment is necessary.
- Demonstrate empathy and cross-cultural sensitivity in working with international and Thai grantees.
- 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 and apply via

<https://jobs.empeo.com/fulbrightthai/180559>

Applications will be reviewed on a rolling basis until filled, with the first round of reviews on **June 22, 2026**. 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 starting salary for this position is 50,000 THB per month, with the final offer depending on qualifications and experience.

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.