

Job Description: AUN Junior Programme Officer (JPO)

As a Junior Programme Officer (JPO) working for the AUN Secretariat, you will support the design, coordination, and implementation of various programmes and projects in regional higher education. This entry-level role offers the opportunity to build core professional skills in communication, collaboration, and project management, while engaging with stakeholders across ASEAN and beyond.

Key Responsibilities

- Assist in planning, organizing, and monitoring AUN programmes, events, and collaborative projects.
- Support communication with internal teams, partners, and stakeholders via email, meetings, and reports.
- Collaborate with team members to ensure the timely execution of tasks and deliverables.
- Help maintain project documentation, timelines, and task tracking.
- Participate in mission trips and project activities when required.
- Contribute to content creation for reports, proposals, and social media/communications.

Required Qualifications

- Degree: Bachelor's degree in Social Science or a closely related field.
- Language Proficiency: Strong proficiency in English (written and spoken).
- Nationality Requirement: Thai Citizenship

Key Competencies and Traits

- Excellent verbal and written communication skills.
- Strong collaboration and interpersonal skills, with a team-first attitude.
- Foundational project management abilities (task tracking, coordination, reporting).
- Organized and detail-oriented, with good time management skills.
- Open to learning, adaptable, and proactive in contributing ideas.
- Comfortable working in cross-cultural and diverse environments.

Desirable Skills and Attributes

- Familiarity with Microsoft Office and Google Workspace tools.
- Basic knowledge of regional higher education or development work is a plus.

- Third language proficiency (e.g., Chinese, Japanese, Bahasa) is not required, but an asset.
- Willingness and ability to travel abroad for work.

Remuneration

Starting salary of 23,000 THB/month (for candidates with no prior work experience)

Duty Station

This is a field duty station based at the **Office of Digital Innovation and Intelligent Systems (DIIS), Prince of Songkla University (PSU), Hat Yai, Thailand**. Regional recruitment applies, and candidates from Hat Yai or surrounding provinces are especially encouraged to apply.

Working Hours:

Monday - Friday, 09.00 – 17.00 (GMT+7)

Contract:

One-year contract with the possibility of extension.

Benefits

- Health Insurance: Comprehensive health insurance coverage provided.
- Travel Insurance: Coverage included for international missions and official trips.
- National Saving Funds: Contribution to Thailand's National Saving Fund for long-term financial security.

How to Apply

- Fill out the application form via:
[https://aunsec.org/job-opportunities/form?jobTitle=ASEAN%20University%20Network%20\(AUN\)%20Junior%20Programme%20Officer%20\(Open\)](https://aunsec.org/job-opportunities/form?jobTitle=ASEAN%20University%20Network%20(AUN)%20Junior%20Programme%20Officer%20(Open))
- In the application form, applicants will need to submit the following documents:
 - Current Resume
 - Cover Letter
 - Profile Photo
 - Proof of completing your highest education degree

- Proof of additional qualifications/certificates (optional)
- English language proficiency test results (optional)

Recruitment Process

The applications will be reviewed on a rolling basis until the position is filled. Shortlisted candidates will be first invited for an **online interview** conducted by the AUN Secretariat. Candidates who pass the initial interview will be invited to a **second round of onsite interviews** at the DIIS, Prince of Songkla University (PSU). The final selection results will be announced shortly after the onsite interview.