



Recruitment Opportunities

Admin & Logistics Support

We are seeking individuals who can provide excellent administrative support to Oxfam in Thailand Office in various ad hoc jobs.

Event Coordinators - supporting Regional/Global Meetings, on average Oxfam in Thailand hosts 6-8 meetings a year. Each meeting requires 15-25 working days.

Daily rate: 2,000 baht

Qualification:

1. Bachelor's or associate degree in business administration or management.
2. Strong organizational skills, time management, communication, attention to detail, and multitasking capabilities.
3. Be able to process payment documents
4. Excellent communication skills in English (speaking, writing and listening)
5. Be able to work effectively with customers who are in different locations or time zones.
6. Flexible working style, responsiveness

Selection process:

Individuals who are interested in ad hoc jobs, please send your CV or your enquiries directly to Jiranya.Saikasem@oxfam.org, the Country Representative. We can provide you with more details of job scope. The shortlisted candidates will be called for interviews.

Time for submission: until 30 July 2026

Successful candidates will be added into the framework agreement with Oxfam in Thailand for 2 years. They will be assigned to work on a particular job; it could be short term (1-2 weeks) or long-term work (15 -30 days) you will be assigned to work.

Location: Oxfam in Thailand

539/2 Gypsum Metropolitan Tower, 15th Floor,
Sri-Ayudhaya Rd, Ratchathewi, Bangkok 10400, Thailand

Work in the Oxfam office from 9:00-17:00 (Monday-Friday), Flexible hours can be requested.