



Regional Integrated Multi-Hazard Early Warning System

2nd Fl. Outreach Bldg., 58 Moo 9 AIT Campus, Klong Nung, Klong Luang, Pathumthani 12120, Thailand

Tel: +662 516 0120 Fax: +662 516 5762 Email: rimes@rimes.int Website: <http://www.rimes.int>

Job Posting

Issue date: 9 October 2026

Position Title: **Project Officer**

Due to the operational nature of this role, preference will be given to applicants who are currently based in Thailand and possess valid work authorization. RIMES is committed to diversity and equal opportunity in employment

Open Period: **9 October 2026 - 8 November 2026**

Background:

The Regional Integrated Multi-Hazard Early Warning System for Africa and Asia (RIMES) is an international and intergovernmental institution, owned and governed by its Member States, for the generation, application, and communication of multi-hazard early warning information. RIMES was formed in the aftermath of the 2004 Indian Ocean tsunami, as a collective response by countries in Africa and Asia to establish a regional early warning system within a multi-hazard framework, to strengthen preparedness and response to trans-boundary hazards.

RIMES was formally established on 30 April 2009 and registered with the United Nations on 1 July 2009. It operates from its regional early warning center located at the Asian Institute of Technology (AIT) campus in Pathumthani, Thailand.

Position Description: The Project Officer supports the coordination, implementation, monitoring, documentation and reporting of RIMES programs and projects related to early warning, climate services, disaster risk reduction (DRR) and climate change adaptation. Working across assigned programs and projects, the Project Officer liaises with National Meteorological and Hydrological Services (NMHSs), government agencies, communities and partners; organizes and documents trainings, forums and workshops; supports user needs assessments, capacity building and the customization of decision support systems; conducts field monitoring; and contributes to project documentation, communication and applied research. The Project Officer may be assigned to one or more RIMES programs and projects, including future initiatives, as required.

Duty station: RIMES Regional Facility, AIT Campus, Pathumthani, Thailand.

Type of Contract: Full time, project based Contract

Minimum Qualifications

Education:

- Bachelor's degree (Master's degree preferred) in disaster risk management, environmental science, climate change, development studies, social science, or a related field.

Experience:

- At least 3–5 years of relevant experience supporting or implementing projects related to early warning, disaster risk reduction, climate services, or climate change adaptation.
- Experience in coordinating and documenting trainings, forums, workshops, or stakeholder consultations.
- Experience working with government agencies, National Meteorological and Hydrological Services, or development partners.
- Familiarity with weather- or climate-related decision support systems and with donor project reporting (experience with donor-funded projects is an advantage).

Skills and Abilities:

- Skilled in assessing needs and gaps, and in supporting the planning, implementation, monitoring and evaluation of projects.
- Strong communication, interpersonal, writing, analytical and organizational skills.
- Ability to manage multiple work streams across concurrent programs and projects and meet deadlines.
- Ability to work amicably in a multi-cultural and multi-disciplinary work environment.

Language:

- Excellent knowledge of English (both oral and written).

Personal qualities:

- Self-motivated, flexible and able to work effectively and independently.
- Excellent work ethic and a constructive attitude.
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Shows persistence when faced with difficulties or challenges.

Major Duties and Responsibilities:

Project management:

- Support the day-to-day management of assigned programs and projects, including the development, monitoring and updating of work plans, activity schedules and implementation timelines.
- Track progress against milestones, deliverables and targets, and flag delays, bottlenecks, risks and issues to the supervisor for timely action.
- In coordination with the Project Coordinator, monitor project budgets and expenditure against approved work plans, support budget planning and forecasting, and coordinate with the finance and operations teams to ensure timely and compliant use of funds.
-

- Support procurement, contracting and logistics for project activities in line with RIMES and donor procedures.
- Maintain project files and records, and prepare work plans, progress updates and management reports for the supervisor and project management.

Project implementation:

- Support the timely, quality implementation of project activities in line with approved work plans, logical frameworks, and donor agreements.
- Organize and deliver project activities, events and field activities, ensuring the necessary technical, logistical and administrative arrangements are in place.
- Work with national partners, National Meteorological and Hydrological Services (NMHSs), and stakeholders to roll out project interventions at national, sub-national, and local levels, and to strengthen their engagement and ownership.
- Undertake field visits to support and monitor the implementation of activities and to gather local-level feedback.
- Identify implementation challenges, risks, and delays, propose corrective actions, and escalate issues to the supervisor for timely resolution.
- Ensure implementation adheres to RIMES and donor technical standards, safeguards, and cross-cutting requirements (e.g., gender and social inclusion).

Coordination and stakeholder engagement:

- Liaise with National Meteorological and Hydrological Services (NMHSs), government agencies, local authorities, communities, and other partners for the implementation of project activities.
- Support the organization of inception meetings, national and regional climate forums, National Climate Outlook / Monsoon Forums, provider–user forums, and communication and outreach meetings.
- Document and report highlights, discussions, issues, and recommendations from meetings and forums.

Capacity building and impact-based forecasting:

- Undertake training needs assessments and support training curriculum and manual development, adaptation, translation and delivery.
- Support capacity building to enhance the production, translation, dissemination and application of impact-based forecasts, weather forecasts and climate outlooks for early warning and decision-making.
- Organize, facilitate and document training workshops on the analysis of risks to hydro-meteorological and multi-hazard events and the application of assessment outputs in users' planning and decision-making.
- Support the customization and enhancement of decision support systems (DSS) for agriculture, DRR, and other sectors (including fisheries, tourism, health, and water).

Assessments, data and user feedback:

- Contribute to baseline surveys, stakeholder analyses, user needs assessments, early warning audits and user surveys at national, sub-national and local levels.
- Prepare and administer tools for obtaining user feedback on climate information and DSS product application during the season.
- Collate, analyze and report on user surveys, highlighting application experiences, constraints, challenges and recommendations.

- Collect data and relevant information needed for project monitoring and evaluation and for developing and customizing decision support systems.

Documentation, reporting, and communication:

- Prepare and submit project reports and related deliverables in line with donor and RIMES requirements, including periodic financial and narrative progress reports, annual performance reports and final reports.
- Document and provide updates on project activities, highlighting processes, outputs, outcomes, lessons, and recommendations, including external communication of project highlights, good practices, and lessons learned.
- Support the organization and implementation of external evaluations.

Project development and research:

- Provide research and technical writing support in the development of concept notes and technical and financial proposals relating to early warning, climate services and disaster resilience.
- Undertake applied research as required by the projects and in support of project development efforts.

Others:

- Any other relevant work necessary for the successful implementation and documentation of project activities, as assigned by the immediate supervisor.

Reporting: The staff will report to Project Manager (or as designated by RIMES), coordinating with the respective program/project leads.

How to Apply:

Interested candidates should send your application letter, resume to rimeshra@rimes.int by midnight of **8 November 2026**, Bangkok time. Please state “**Project Officer : Your Name**” the Subject line of the email. Only short-listed applicants will be contacted.

Ms. Dusadee Padungkul
Head of Operations and Programs
Regional Integrated Multi-Hazard Early Warning System
AIT Campus, 58 Moo 9 Paholyothin Rd., Klong 1,
Klong Luang, Pathumthani 12120 Thailand.

RIMES promotes diversity and inclusion in the workplace. Well-qualified applicants particularly women are encouraged to apply.