

Job description

Title: Program Officer (under JICA PRTR Phase II cooperation)

Period: May. 2019 - Dec. 2020

Qualification:

- University graduate. Science/Engineering major is preferred but not the condition.
- Ability to work independently with minimum supervision
- Working knowledge of English and Thai (speaking/writing/reading).
- Willingness to work in dynamic environment (need to work with Japanese experts, various government agency, private sector, academic and NGOs)
- Willingness to have business trip/stay in Rayong/Chonburi/Samutprakarn.

Work assignment:

- Coordinate/arrange meeting/seminar/workshops under the project.
- Provide liaison with various stakeholders and government officer/JICA expert.
- Manage contract work for outsource short expert, translation, copy and rental car.
- General secretarial work in office
- Budget management under supervision of Japanese expert.
- Prepare/draft meeting memo/minutes
- Provide simple translation of Thai document.
- Arrange visit/meeting for experts and accompany.
- Any other work assigned by JICA experts and/or relevant government officers.

Work location:

- The office in Bangkok, DIW (Rama VI). Work location may be changed depending on the work of the period.

Salary :

- 30,000 + (depending on qualification) baht/month
- 300 baht/day travel allowance + direct hotel cost
- Overtime, holiday working allowance, travel allowance to be provided.
- 15 days /year paid leave.

Insurance

- Program officer shall cover social insurance, health insurance and accident insurance and any required income tax payment on his/her own responsibility.
- In order to compensate the cost for his/her social insurance, 750baht/month (or 5% of basic salary) will be provided.

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