

VACANCY ANNOUNCEMENT

STAFF POSITION

Project on Enhancing Climate Actions at Local Level

Join us in driving Thailand's climate change adaptation towards a sustainable future. 

1. Objective of the Position

To provide administrative support for the effective project management and coordination both in Thailand and with international partners, and to assist in the smooth implementation of project activities.

2. Key Responsibilities



Administrative Tasks

- Prepare meeting documents, minutes, and other related materials
- Draft and review official letters and reports
- Organize and maintain documents and data systematically and confidentially



Coordination and Communication

- Serve as a primary contact point with relevant stakeholders both inside and outside the organization
- Coordinate with national agencies and international partners
- Communicate professionally via telephone and email with contacts



Meeting and Event Management

- Arrange meetings, seminars, and training sessions
- Prepare meeting documents, presentations, and meeting reports
- Coordinate field visits and activities related to project implementation



Finance and Office Support

- Support financial documentation, including payments and purchase orders
- Organize and keep documents in order and sufficient



Other Duties

- Handle confidential and sensitive information related to the project
- Perform other tasks as assigned by supervisors

3. Qualifications and Experience

- ✓ Bachelor's degree in Business Administration, Environmental Management, or a related field
- ✓ At least 3 years of working experience in administration, secretarial, or related fields
- ✓ Excellent command of Thai and English, both written and spoken
- ✓ Strong organizational skills with high attention to detail and the ability to handle multiple tasks under pressure
- ✓ Proficient in using MS Office (Word, Excel, PowerPoint, Outlook) and online meeting platforms (Teams, Zoom)
- ✓ Ability to work proactively and as part of a multicultural team

4. Required Competencies



Professionalism

Commitment and confidentiality



Communication

Clear, concise, and effective communication



Planning and Organizing

Ability to prioritize tasks and manage time



Teamwork

Collaborative and interpersonal skills



Adaptability

Flexibility to adapt to change effectively

5. Employment Details

- 📅 **Employment Period:** June 2026 – May 2027 (1 year)
*This position is subject to contract renewal upon satisfactory performance and project necessity.
- 🕒 **Working Hours:** 08.00 – 16.00 or 09.00 – 17.00 (Break: 12.00 – 13.00)
- 📅 **Work Days:** Monday – Friday and public holidays

6. Work Location

Department of Climate Change and Environment (DCCE)
49 Soi 30, Phahonyothin 6 Road,
Phahonyothin Sub-district, Phaya Thai District,
Bangkok 10400
Work from Home (in accordance with the agency's regulations and with approval from the Project Director)

7. Compensation

Monthly Salary: THB 30,000 – 40,000
(Depending on qualifications, experience, and skills)
Successful candidate will be enrolled in the social security system and other benefits in accordance with relevant laws and DCCE regulations.

8. How to Apply

Please submit your application with the following documents (PDF format):
· Application Letter (Expression of Interest)
· CV
· Mr. Satoshi Iemoto
✉ s_iemoto@outlook.com
(Note: Shortlisted candidates will be contacted for an interview.)
*Only shortlisted candidates will be contacted.



Application Deadline
18 May 2026

(Only shortlisted candidates will be contacted.)



For More Information

Climate Risk Information Development Group
Department of Climate Change and Environment



02-278-8400 ext. 1504



www.dcce.go.th

