WE ARE HIRING!

JGSEE

King Mongkut's University of Technology Thonburi

PROJECT

Thai-German Cooperation on Energy, Mobility and Climate (TGC-EMC)

The deadline for application is 30 October 2026.

Only shortlisted candidates will be contacted.

OPEN POSITION

Administrative officer 1 position

CALL FOR INTEREST (Qualifications)

- Thai nationality only
- A bachelor degree in science or engineering with experience in project administration for at least 2 years
- Being proactive, having a positive attitude and the ability to collaborate with others
- Willingness to learn new things and working independently
- Able to work under pressure and adhere to tight deadlines
- Excellent English skills and able to work in an international environment
- Good communication skills

RESPONSIBILITES

- Assist the project lead to coordinate project activities, to ensure deadlines and meet compliance requirements.
- Consolidate and prepare technical project reports.
- Review and process compensation payment request for project members.
- Monitor balance of budget as against the overall project budget.
- Initiate and consolidate annual and quarterly budget disbursement.
- Participate actively in co-ordination work with project members.
- Other tasks assigned by the project lead.

APPLY NOW

Please carefully read the ad and submit a CV and a cover letter in English to

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cc: admin.tgcemc@kmutt.ac.th
Name: Assoc. Prof. Dr. Suneerat Fukuda