

Job Post: Project Manager

The Konrad-Adenauer-Stiftung (KAS) is a German foundation dedicated to promoting democracy, the Rule of Law, civic education, and international cooperation. In Thailand, KAS focuses on strengthening participatory democracy, upholding the Rule of Law, and advancing the Social Market Economy while fostering cooperation between Thailand, Germany, and Europe.

Job Description

1. Planning, preparation, implementation, and evaluation of activities organised by KAS, in coordination with the Senior Project Manager and/or the Representative
2. Planning, supervision, monitoring, and evaluation of activities and projects organised by partners and cooperation partners of KAS, in coordination with the Senior Project Manager and/or the Representative
3. Preparation of activity reports and evaluation as well as annual and periodical reports for KAS and the German and Thai administrations
4. Preparation of financial reports of KAS activities and supervision of financial reports prepared by the partners
5. Coordination with the Communication Manager to promote activities and projects organised by KAS and the partners
6. Preparation of speeches, forewords, presentations, and other academic texts related to projects organised by KAS and the partners
7. Follow-up and report about current developments in Thailand and Southeast Asia region
8. Participation and report about official events, meetings, workshops, and seminars
9. Set-up and maintenance of contact with partners and scholars in Thailand
10. Translation of Thai and English languages
11. Supporting the management with other necessary tasks

Qualifications

- › Minimum bachelor's degree in political science, social science, law, economics, development studies, or other related studies
- › At least three years of relevant work experience in international development, civic education, or project management in Thailand or abroad
- › Fluent in Thai and English languages. Some knowledge in German language is an advantage.
- › Established networks in Thailand, e.g. political, social, economic, and academic fields, is preferred.
- › Good knowledge of Microsoft Office programs
- › Strong managerial and interpersonal skills, responsibility, teamwork, and flexibility
- › Availability to travel to other provinces in Thailand
- › Identification with the background and values of KAS

Conditions of Employment

- › A one-year full-time contract with a possibility of permanent contract after completing the first year
- › KAS offers a group health insurance, 15 days of annual leave per year, and other benefits.
- › Preferred start date of employment is 1 August 2025.

Recruitment Process

1. Submit your application to **office.thailand@kas.de** by **15 June 2025** including CV, motivation letter, copies of educational certificates, and two references.
2. Only shortlisted candidates will be invited to job interview at KAS Thailand Office.