



The Office of International Affairs and Global Network Announcement

Re: Recruitment of an Officer (Project Manager)

Affiliated with the Office of International Affairs and Global Network,
Chulalongkorn University

The Office of International Affairs and Global Network is seeking to recruit one (1) contract employee for the position of an Officer (Project Manager). The successful candidate will receive a monthly salary ranging from 25,000 to 35,000 Baht, determined based on the relevant working experience and qualifications. The selected candidate will be assigned to the Global Networking and Engagement Division, and will be responsible for the following key duties:

1. Developing workplan for the year 2026 -2028 , integrating high-impact research, teaching and engagement initiatives of Chulalongkorn University,
2. Facilitating and monitoring project activities,
3. Promoting and disseminating the project activities,
4. Preparing technical and financial reports,
5. Analyzing and achieving relevant data,
6. Performing additional tasks as assigned by the supervisor, especially related to flagship projects of Chulalongkorn University.

1. Required qualifications and experience

- 1.1 Holding a Master's degree in any field that the office of the applicant's affiliation considers relevant to the responsibilities and the nature of the work.
- 1.2 Demonstrates expertise and proficiency in conceptualizing, implementing, monitoring and facilitating the execution of complex projects involving multiple stakeholders.
- 1.3 Minimum of five years' experience in project management in the multi-cultural settings. (Work experience certificate/reference letter is needed.)
- 1.4 Strong understanding of social issues and globally challenges.
- 1.5 Proven ability to communicate effectively with people from diverse backgrounds.
- 1.6 A good command of the English language (speaking, reading, and writing).
- 1.7 Solid IT skills including working knowledge of MS software (Word, Excel, PowerPoint) zoom, and other related programs that will be advantageous for The job responsibilities.

2. Skills and competencies

- 2.1 Service-oriented mindset with empathy and excellent interpersonal and communication skills.
- 2.2 Excellent organizational and coordination abilities to manage a heavy workload and to meet tight deadlines, paying close attention to detail and quality of work.
- 2.3 Ability to collaborate effectively within a team in a multidisciplinary and multicultural environment.

3. Application documents

- 3.1 Application form (as provided)
- 3.2 CV in English
- 3.3 A 1x1 inch full-faced photograph (taken within the last six (6) months prior to the application date).
- 3.4 A copy of the identification card and the house registration.
- 3.5 Academic certificate(s) specifying the graduation date.
- 3.6 A copy of the change of name certificate (if applicable).
- 3.7 A copy of the military service or military exemption certificate.
- 3.8 Two (2) reference letters issued within the last six (6) months.
- 3.9 Any of the following English proficiency test results, TOEIC, CULI-TEST, CU-TEP, IELTS or TOEFL, which is taken no longer than 2 years prior to the application closing date with their respective minimum score as below.
 - 3.9.1 TOEIC at least 850 (Total Score 990)
 - 3.9.2 CULI-TEST at least 85 (Total Score 100)
 - 3.9.3 CU-TEP at least 100 (Total Score 120)
 - 3.9.4 IELTS at least 7.5 (Total Score 9.0)
 - 3.9.5 TOEFL (PBT) at least 570 (Total Score 677)
 - 3.9.6 TOEFL (ITP) at least 570 (Total Score 677)
 - 3.9.7 TOEFL (iBT) at least 100 (Total Score 120)

4. Selection process

- a. Written examination (100 Points)
- b. Interview (100 Points)

Applicants must score at least 70% of the full points to be considered as qualified for the position.

Note:

Those who wish to apply to the position is requested to submit the application form together with the required documents via email to Oum.n@chula.ac.th. Deadline is September 29, 2025.

Announced on September , 2025

(Asst. Prof. Tewarit Sarachana, MT, Ph.D.)
Acting Director, Office of International Affairs and Global Network

