



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID
OPERATIONS - ECHO

ECHO Regional Office – Bangkok, Thailand

VACANCY ANNOUNCEMENT FOR THE POST OF **HUMAN RESOURCES OFFICER (Group I)**

ECHO BANGKOK REGIONAL OFFICE

The European Commission's Directorate General for European Civil Protection and Humanitarian Aid Operations (DG ECHO) funds relief operations for victims of natural disasters and conflicts outside the European Union (EU). For humanitarian aid, the Commission works with about 200 operational partners, including United Nations agencies, the Red Cross/Crescent movement and non-governmental organizations (NGOs). Aid is channelled impartially, straight to victims, regardless of their race, ethnic group, religion, gender, age, nationality or political affiliation.

ECHO announces the national position for **Human Resources Officer** for its office based in Bangkok. **This position is open to all nationalities.**

DG ECHO applies a policy of equal opportunities. Our recruitment policy is based on respect for diversity and on maintaining the gender balance. Our human resources management provides for balance between professional and private life, and support for training and developments opportunities.

We welcome applications from all suitably qualified persons.

JOB DESCRIPTION

The jobholder acts as the contact point for DG ECHO field staff for all matters relating to human resources management. As such they contribute to the planning and implementation of all the tasks relating to the management of human resources. They provide support to offices of the region in which they are based, but they may be requested to cover other offices (permanently or temporarily) for internal reasons or language facility. They ensure that the HR administration in the offices within the HR region are up to standard and that HR files are complete and safeguarded in FSM, the ECHO HR tool. They monitor and support recruitments of staff in the region and hold entry/exit interviews with the staff joining/leaving.

They draw lessons and propose ideas for improvements/efficiency gains. They provide the necessary support to DG ECHO headquarters and field offices in the event of a major crisis, unforeseen absence, reorganisation/opening of an office, etc. by putting in place a human resources management system in compliance with DG ECHO's rules and procedures and by monitoring their application. If needed, they act as a floater in the event of DG ECHO response to a crisis or launch of a project. They are placed under the direct supervision of the Administrative Coordinator (AC) and work closely with the Human Resources staff in the other Human Resources management areas under the guidance of the DG ECHO National Staff Correspondent at headquarters. They ensure that staff are aware of DG ECHO's ethics principles and work in close contact with the Ethics Focal Point in the DG ECHO Field Network Unit.

They supervise the training courses in the region to ensure that the training envelopes are used in accordance with the policies in place, and they keep close contacts with the person in charge of training in the Field Network Unit.

The jobholder commits to strict confidentiality.

JOB REQUIREMENTS

Education:

- A relevant second level university degree or equivalent professional experience.

Knowledge and Experience:

- Minimum 8 years of relevant work experience at national or international level in human resources management, preferably including training and coaching, as well as provision of inputs for regular reporting, both financial and narrative.
- Experience in handling complex organisational issues.
- Proven ability to manage confidential information and handle sensitive HR issues with the highest level of professionalism.
- Existing knowledge of DG ECHO rules, regulations, and procedures is considered an asset.
- Previous HR experience in a governmental, international or international non-governmental organisation is an asset.
- Excellent drafting skills.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
- Experience in the use of HR-related software.

Languages:

- An excellent knowledge of English (verbal & writing).
- An excellent knowledge of Thai (oral and written) is considered an asset

HOW TO APPLY

Applications comprise of:

- cover letter (setting out the candidate's motivation and suitability)
- CV (preferably Europass format). The Standard format can be downloaded from the web page of the European Union Delegation to Thailand vacancy announcement.
- Other relevant documents, if applicable (e.g. work certificates, diploma (s), degree (s), publications, driving license, national ID or residence permit etc.)
- References (including contact details of the HR department and the supervisor) that can be consulted by DG ECHO. At least one of the references must include a recent employer.

Applications should be uploaded at <https://echo.gestmax.eu/14335/29/human-resources-officer-asia-regional-office/> until 02/07/2026 at 23:00hrs (local time).

Candidates MUST abstain from contacting the ECHO Bangkok Regional office for information on the selection process or for any other purpose. Any form of canvassing, soliciting, or influencing will be treated as grounds for disqualification.

Only the short-listed candidates will be contacted. They will have to bring with them the original or certified copies of all the supporting documents (work certificates, diplomas, etc.) during the interview stage.

THE EMPLOYMENT CONDITIONS

The contract is initially for one year with possibility of renewal subject to a successful completion a **4- month probationary period** and following a positive annual evaluation.

As an indication, **the monthly basic salary is on average approximately THB. 178,587 which corresponds to eight years of the minimum required experience and will be adapted according to the exact duration of relevant professional experience supported by a work certificate.** Besides the basic salary, the employee will receive a disability / retirement allowance, a 13th basic monthly salary, transportation allowance, as well as a medical coverage. **(The salary is subject to local taxes).**

The Code of conduct applicable to national staff employed by DG ECHO can be found via the following link: [Code of conduct - ARES\(2018\)1322744.](#)

“Any processing of your personal data will be done in accordance with the applicable EU legislation (Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data).”

The privacy statement can be found on ECHO website.

http://ec.europa.eu/echo/system/files/2024-12/privacy_statement.pdf