



EUROPEAN COMMISSION

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

ECHO Regional Office – Bangkok, Thailand

VACANCY ANNOUNCEMENT FOR THE POST OF SENIOR ADMINISTRATIVE AND FINANCIAL ASSOCIATE (Group II)

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 **Senior Administrative and Financial Associate** 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 of 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 serves as Senior Administrative and Financial Associate (Group II) with responsibility for planning and executing all necessary administrative, financial, accounting and human resources functions. The jobholder is under the supervision of the Head of Office and the direct supervision and guidance of the Administrative Coordinator (AC) or the Administrative and Financial Officer (AFO). The jobholder commits to strict confidentiality.

JOB REQUIREMENTS

Education:

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

Knowledge and Experience:

- Minimum 5 years of relevant work experience at national or international level in the area of administration or programme support service, including experience in procurement, human resources and finances, as well as provision of inputs for regular reporting, both financial and narrative.
- Experience in handling complex organisational issues.
- Good knowledge of DG ECHO rules, regulations and procedures is considered an asset.
- Previous experience in a governmental, international or non-governmental organisation is an advantage.
- Very good drafting skills.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
- Experience in handling sensitive issues.

Languages:

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

HOW TO APPLY

Applications **MUST** 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 https://echo.gestmax.eu/14337/29/senior-administrative-and-financial-associate-bangkok/en_US
- 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/14337/29/senior-administrative-and-financial-associate-bangkok/en_US until 07/08/2026 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 the possibility of renewal, subject to the successful completion of a **3-month probationary period** (which may be extended) and a positive annual performance evaluation.

As an indication, **the monthly basic salary is on average approximately THB. 106,679 which corresponds to five 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 disability / retirement allowance, a 13th salary, transportation allowance, as well as 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