

Vacant Position: Assistant Program Coordinator
API Fellowships Program
Thailand Partner Institution
Location: Institute of Asian Studies
Chulalongkorn University, Bangkok



Background:

Asian Public Intellectuals (API) Fellowships Program (www.api-fellowship.org) is a regional program funded by The Nippon Foundation, Japan. It is designed to stimulate the creation of a pool of public intellectuals in the region and to promote mutual learning among Asian public intellectuals and to contribute to the growth of public spaces in which effective responses to regional needs can be generated. Currently there are five participating countries (Indonesia, Japan, Malaysia, Philippines, and Thailand) with an initial expansion to Cambodia, Laos, and Vietnam.

Due to its rapid growth, API invites applications from qualified candidates for its Thailand Partner Institution vacant position “**Assistant Program Coordinator**”.

Primary responsibility

- Liaising and coordinating with program stakeholders on administrative matters;
- Providing administrative and logistic support to incoming API Fellows to Thailand, Thailand Fellows, visiting Fellows, and to the API post fellowship activities;
- Assisting in program related matters including API post-fellowship programs and to API promotional activities;
- Ensuring good communication and contacts among API Community;
- Assisting in the logistics and coordinating meetings, workshops, and other program-related matters;
- Assisting in program finance, coordinating with Finance Department ensuring full compliance to API Accounting and Financial Policies and Procedures;
- Assisting in the general affairs of the API Thailand Partner Institution office in Bangkok inclusive of administrative and human resource functions, purchasing and procurement;
- Ensuring good filing systems.

Key qualifications

- At least seven (7) years' experience in similar position/ related field; experience in international non-profit organizations;
- Experience working with government sector will be an advantage;
- Computer literate. Knowledge in Microsoft Access and/or web design programs is a plus;
- Good command of both spoken and written English and Thai;
- Excellent communication and interpersonal skills;
- Meticulous, with good organizational and management skills;
- Flexible with time, service-minded, and able to work without close supervision

Employment benefits

API commits to equal employment opportunities and welfare of its staff. In addition to governmental Social Security, other benefits offered are provident fund, private health insurance, and in case of overseas travel, travel insurance, including access to some of the university facilities.

Interested applicants should send a cover letter in English stating your **expected salary** along with a copy of current curriculum vitae listing **three references** and their complete contact details (i.e. name, position title, organization, phone and fax numbers, e-mail address). Applications should be sent **VIA EMAIL ONLY** to: api.bangkok@yahoo.com by **January 30, 2012**. Position being applied for should be clearly written in the subject line. Only short-listed candidates will be notified and contacted for interviews.

