

Vacant Position: Program Coordinator – API Fellowships Program
Partner Institution (PI), Thailand
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, 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 for the senior position of “Program Coordinator”

Primary responsibilities include:

Program Coordination and Management

- Develop work plans and effectively implement them in timely and efficient manner
- Liaise and coordinate with program stakeholders (Fellows, Program Directors, Program Coordinators, Program Committee, etc.) on program operational and logistical matters
- Coordinate and manage the recruitment and selection of Fellows for Thailand and CLV countries.
- Promote, enhance the visibility, publicity and expansion of the program
- Initiate, manage, and extend support to API Community building activities in Thailand, and CLV Countries

Administration, Finance and Personnel Management

- Manage the overall office and personnel administration of PI-Thailand Office.
- Verify and ensure that all financial transactions are processed and recorded according to API standards and procedures
- Annual budget preparation

Key qualifications

- At least 15 years working in similar position and related field. experience in international non-profit organizations;
- Experience in organizational and project administration and management with demonstrated ability to manage finances and human resources;
- Experience in working with government sector will be an advantage;
- Computer literate;
- Excellent command of spoken and written English and Thai;
- Excellent communication and interpersonal skills;
- Meticulous, hands-on with strong leadership and management skills.
- Team player, service-minded, and able to work independently without close supervision;

Employment benefits include:

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), VIA EMAIL ONLY to: api.bangkok@yahoo.com by **January 25, 2012**. Only short-listed candidates will be notified and contacted for interviews.