

Vacant Position: Project Support Officer
Regional Coordinating Institution (CI)
API Fellowships Program

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 position of “**Project Support Officer**”.

Primary responsibility

- Project Management and Support
 - Liaising and coordinating with project team and all stakeholders on project operational activities
 - Providing day-to-day administrative support to the Program Coordinator in relation to the projects assigned
 - Responsible for project finance, monitoring the project spending and work with Finance for timely fund disbursement, proper recording and documentation
- Meeting Management
 - Managing Meeting, Workshops and other project-related events, at both country and regional levels; drafting agenda and work with concerned on event promotion
 - Acting as meeting secretariat;, responsible for all logistical arrangement and coordination
 - Assisting in other promotional activities to expand and enhance the quality of API and its Activities

Key qualifications

- Bachelor’s degree in related disciplines, with a minimum of 7 years’ working experience
- Good administrative and project management skills
- Excellent command of spoken, reading and written English and Thai
- Strong communication and interpersonal skills
- Flexible with time, service-minded, and able to work independently 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.