



Vacant Position: Deputy Program Coordinator for the API Thailand PI

Location: Institute of Asian Studies (IAS), Chulalongkorn University, Bangkok, Thailand

Duration: 1 year initial contract, inclusive of 3-month probationary period.

Salary: Based on experience

Closing date: Sunday, September 5, 2010

Background:

The Asian Public Intellectuals (API) Fellowships Program (www.api-fellowships.org) is a regional program funded by The Nippon Foundation (TNF), 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 (CLV countries).

API invites applications from qualified candidates for its Thailand PI position “Deputy Program Coordinator”.

Primary responsibility includes:

For the Thailand Partner Institution (PI) and the CLV countries

- Developing work plans and effectively implementing them for the Thailand PI;
- Liaising and coordinating with program stakeholders (Fellows, program coordinators, program committees, etc.) on program operational matters which includes logistical concerns;
- Coordinating and managing the program’s PR, recruitment and selection in Thailand and, in close collaboration with TNF, in the CLV countries;
- Providing necessary support for outgoing Fellows from Thailand and the CLV countries and for incoming Fellows to Thailand.
- Providing support necessary for API Community in Thailand and, to a certain extent, in the CLV countries;
- Acting as a local host for regional-level and country-level meetings.
- Monitoring Thailand PI budget regularly and act on the necessary follow ups;
- Preparing Thailand PI reports to be submitted to TNF and the Institute of Asian Studies, Chula.

For the Coordinating Institution (CI)

- Assisting Program Coordinator in substantive and administrative concerns of the CI operations;
- Assisting Program Coordinator in ad hoc operations expected of the API Thailand Office and other assignments as requested.

Key Qualifications:

- At least five years’ experience in similar position/ related field; experience in international non-profit organizations;
- Experience in project management with demonstrated ability to manage project finances;
- 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, with good organizational, administrative and management skills;
- Team player, service-minded, and able to work without close supervision;
- Have genuine interest to help API Fellowships Program to fulfill its program objectives.

Employment benefits include:

- Provident fund;
- Health insurance and, in case of overseas travel, travel insurance;
- Social security;
- Access to some of the university facilities.

Applicants should send a cover letter stating **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, and e-mail address). Applications should be emailed to: recruits.api@gmail.com or faxed to 02-652-5283 **by Sunday, September 5, 2010**. Position being applied for should be clearly written in the subject line. Only short-listed candidates will be contacted for interviews.