

Position: AUN-QA Assessment Officer

Job Description

The AUN-QA Assessment Officer will support the operations of ASEAN University Network Quality Assurance (AUN-QA). As one of the nineteen thematic networks of AUN, AUN-QA aims to harmonise educational standards & seek continuous improvement of academic quality in Higher Education Institutions in ASEAN. This mission is carried out through the conduct of quality assurance assessments at programme and institutional levels, as well as capacity building programmes and activities for QA personnel of ASEAN higher education institutions. AUN-QA projects, programmes and activities are organised across the ASEAN region, requiring the Assessment Officer to regularly coordinate and travel abroad to work with higher education institutions in an ASEAN-specific multicultural and international setting.

For more information about AUN and AUN-QA, please visit www.aunsec.org and www.facebook.com/aunqa

The AUN-QA Assessment Officer will carry out the following duties:

1. AUN-QA Assessment-related roles

- Provide support for AUN-QA Assessment registration
- Provide accurate guidance and advice to the university concerning AUN-QA Programme Assessments and feedback processes
- Provide support to AUN-QA Assessor Teams & University's Quality Unit
- Assist the AUN-QA Team in providing strategies and management for AUN-QA Assessments
- Travel with the AUN-QA Assessor Team within the ASEAN Region
- Organise and manage the administrative processes related to the AUN-QA Programme Assessment

2. Support roles - AUN-QA Assessment Officer will assist AUN-QA team on the following duties:

- Develop and improve the AUN-QA Assessment work process
- Manage and analyse database related to AUN-QA Assessors, Assessments and member universities
- Required to provide support to colleagues in the same position, covering for sickness and absence as appropriate
- Provide support to the AUN-QA Team with AUN-QA related activities
- Responsible for any other duties commensurate with the position and nature of the role

AUN-QA shares the Office of the AUN Secretariat which is located in Bangkok, Thailand.

Qualifications

- A Bachelor Degree in any field
- Thai Nationality only
- Language skills in English are **ESSENTIAL**. Applicants must have excellent English skills in listening, reading, writing and speaking.

Desired Skills

- Interpersonal skills and ability to write and communicate with different types of people
- Multi-tasking skills
- Flexibility to work on a range of projects
- Ability to travel abroad
- Proactive, assertive, and highly adaptable
- Be able to effectively work in many environments, including remote and on-site (at the office or when hosting international activities)
- Intercultural awareness and sensitivity
- Good command of Microsoft Office (especially, words, excel and powerpoint)



- Good command of online meeting platforms such as Zoom, Google Meet, Skype, etc.
- Excellent ICT knowledge is advantageous

Contact Hours:

Monday-Friday, 09.00 – 17.00 (GMT+7): the AUN Secretariat prioritise productivity and results. Your working hours from Monday to Friday, 09.00 - 17.00 (GMT+7) will be adjustable to suit your productivity and efficiency.

Remuneration:

Starting salary at 20,000+ THB

Contract:

One-year contract with the potential for extension

Previous Experience:

No previous work experience is required. Although experience may give you an edge, we give more value for someone with a young, fresh outlook and a personality that meshes well with the team.

Benefits

- Annual travel insurance
- Health Insurance
- Fringe benefits

How to Apply

Fill up the application at <https://www.aunsec.org/job-opportunities>

In the application form, you will need to upload the following documents:

- Current Resume
- Cover Letter
- Profile Photo
- Proof of completing your highest education degree
- Proof of additional qualifications/certificates (optional)
- English language proficiency test results (optional)

Recruitment Process

The applications will be reviewed on a rolling basis until the position is filled. The Secretariat will contact qualified candidates for a written examination and interview. The written exam and interview will be held on the same day and will last around 4-5 hours. The result will be announced within 24 hours.

Note: In the absence of any reply for some time after the application, please consider that your application has not been selected. This should in no way be seen as a reflection on your skills or the quality of your experience.

Position: AUN Programme Officer (Writer)

Job Description

The Programme Officer (Writer) should take an active role within the organisation and be proactive and self-reflective while under the supervision of a senior member of the AUN Secretariat. We are looking for young graduates who seek to use their writing and communication skills to help the development of higher education within the ASEAN region. We also seek young graduates who are not afraid of voicing their own ideas and initiatives that they feel are meaningful. Above all, we are looking for someone who seeks the betterment of their colleagues as well as themselves.

The Programme Officer (Writer) will be mainly responsible for tasks relating to writing multimedia content and managing frontline AUN media and communication platforms, including but not limited to, news articles for the weekly AUN E-newsletter and the AUN website, as well as digital posts and video content across AUN social media platforms. In terms of providing support to AUN and AUN-QA activities, the Programme Officer (Writer) will also be expected to lend their skills and expertise in the producing and managing a variety of project-based and operational documents ranging from email correspondence, official letters, scripts, speeches, concept notes, meeting minutes, reports, working timelines, internal guidelines, surveys, miscellaneous internal documents, etc.

The Programme Officer (Writer) should possess the following competencies:

- Ability to write and communicate to different types of audiences
- Attention to detail and consistent writing
- Intercultural awareness and sensitivity
- Adaptability to a diverse variety of projects and tasks
- Can play a consultative and supportive role in project-related content and communication management
- Highly organised and good self-management
- Analytical and creative thinking

Working Hours: Monday-Friday from 09:00 - 17:00 (GMT+7)

Salary: 30,000-33,000 THB and other benefits

Employment Type: One-year contract with possibility of extension

Qualifications

- Bachelor's Degree or above
- Native or equivalent in verbal and written English
- Fluent in verbal and written Thai
- Proficiency in Microsoft Office and Google (particularly Word, Excel, Powerpoint, and their Google equivalents)
- Thai national

Previous Experience

No previous work experience is required. Although experience may give you an edge, we give more value to someone with a young, fresh outlook and a personality that meshes well with the team.

Desirable

- Ability to travel abroad
- Ability to meet deadlines and work under pressure
- Proactive, assertive, and highly adaptable
- Background and/or proficiency in communications, media planning, content management, public relations, diplomacy and other related fields is an advantage.
- Experience in photography and video editing is an advantage
- Be able to effectively work in many environments, including remote and on-site (at the office or when hosting international activities)
- Comfortable with working individually or as a team depending on the tasks
- Proficiency in a 3rd language (Chinese, Japanese, Bahasa, etc.) is an advantage

How to Apply

Fill up the application at <https://www.aunsec.org/job-opportunities>.

In the application form, you will be asked to upload the following documents:

- Current Resume
- Cover Letter
- Proof of completing your highest education degree
- English language proficiency test results with the following minimum score of
 - TOEIC 900;
 - IELTS 7; or
 - TOEFL (ibt) 95
- Proof of additional qualifications/certificates (optional)
- Portfolio: Samples of published work in the English Language (articles, publications, social media business posts, communication campaigns, graphic design materials, etc.) (optional)

Recruitment Process

The applications will be reviewed on a rolling basis until the position is filled. The Secretariat will contact qualified candidates for a written examination and interview. The written exam and interview will be held on the same day and will last around 4-5 hours. The result will be announced within 24 hours.

Note: In the absence of any reply for some time after the application, please consider that your application has not been selected. This should in no way be seen as a reflection on your skills or the quality of your experience.