

## Job Description

**Position Title:** Project Assistant – Grants Management (Part Time)

**Position Grade:** PA

**Position Location:** Bangkok, Thailand

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**Organizational Context:** Based in Bangkok, SEI Asia has a diverse team of multinational experts who integrate scientific research with participatory approaches to co-develop and share knowledge, build partnerships, and influence policy for resilient development. SEI Asia's work focuses on gender and social equity, climate adaptation, disaster risk reduction, water insecurity and integrated water resources management, transitional agriculture, renewable energy and urbanization.

SEI Asia is an affiliate of Chulalongkorn University (CU), Thailand. SEI and CU have an agreement to foster innovative scientific research combined with effective policy engagement on development and environmental challenges in Asia. The key areas of collaboration are intellectual engagement for joint research applications and fund mobilization, lectures and seminars for CU students, post-graduate supervision and examination, and CU–SEI employee links.

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### About the role and how to apply:

SEI Asia is seeking a proactive and detail-oriented Project Assistant to support implementation of the U.S.-ASEAN Smart Cities Partnership (USASCP) and Enterprise Singapore funded Smart Cities Business Innovation Fund 2.0. The Business Innovation Fund (BIF) promotes sub-national climate finance to support micro, small, and medium size enterprises (MSMEs), NGOs, and academic institutions in ASEAN member states pioneering innovative, carbon neutral solutions to urban challenges.

This is a project-based, fixed-term 2-year renewable position. It will be part-time (three working days per week, or 22.5 hours). The Project Assistant will directly report to the Research Fellow, under overall supervision of the Senior Research Fellow, Urban Cluster and Centre Director.

To apply, please submit a recent CV (no more than two pages) and a cover letter (no more than one page) to [chloe.pottingerglass@sei.org](mailto:chloe.pottingerglass@sei.org). Please indicate in your cover letter your immediate availability to start.

### Main responsibilities:

The Project Assistant will exercise independent judgement and discretion to deliver accurate work in a timely manner on operational matters. Specific responsibilities will be to support with administrative, logistical and coordination tasks including but not limited to:

- Reviewing submitted project proposals for eligibility, according to set criteria;
- Supporting the Project Lead and Programme Coordinator in drafting and administering contracts;
- Support Monitoring and Evaluation Officer with tracking performance of project grantees, including collecting and collating monthly reporting data;

- Supporting logistical and coordination aspects of regional events such as training and capacity building workshops;
- Liaising with Communications team to develop communications outputs including regular newsletters and social media posts;
- Liaising with project grantees for ongoing administrative and coordination aspects.

**Accountability:**

- Ensure the work process aligns with all SEI local and global policies, instructions, and procedures;
- Ensure completion of assigned tasks within assigned budgets and timeframes;
- Ensure completion of transactions according to the relevant process and procedures;
- Keep manager informed in timely manner of all issues related to position transactions.

**Formal qualifications and knowledge:**

- University degree with a minimum of 2 years or a Master's with a minimum of 1 year of experience in relevant fields, such as business administration, finance or development studies;
- Experience in coordination and administration with the capacity to deliver to high quality standards and meet deadlines effectively;
- Strong written and verbal communication skills in English.

**Desirable qualifications and knowledge:**

- Knowledge and enthusiasm about sustainable and equitable urban development, climate change adaptation and mitigation, and/or micro, small, and medium size enterprises (MSMEs);
- Multi-stakeholder liaison;
- Experience in international organization, institutions, or non-profit organizations;
- Knowledge of an ASEAN language is an advantage

**Personal skills required in the position:**

- Good planning, organizational, and time management skills
- Critical problem solving, and critical thinking skills
- Multi-tasking skills with the ability to prioritize tasks
- Service minded with excellent communication and interpersonal skills
- Fast learner with adaptable and flexible work ethics

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**Required Competencies:**

**Core Values:** Are the shared principles and beliefs that underpin the work of the organization and guide the actions and behaviours of all employees. They are not levelled.

- Integrity
- Professionalism
- Respect for Diversity

**Core Competencies:** Skills, attributes and behaviours which are considered important for all Employee, regardless of their function or level. All seven competencies are mandatory and they are rated individually.

- Commitment to Continuous Learning
- Accountability
- Team work and Collaboration
- Communication
- Client and Results Oriented
- Organizational Awareness
- Entrepreneurship

**Managerial Competencies:** Skills, attributes, and behaviours which are considered essential for Employee with managerial or supervisory responsibilities.

- Empowering and Building Trust
  - Managing Performance
  - Judgement and Decision Making
  - Strategic Planning and Vision
  - Leadership
  - Managing Resources.
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