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JOB ANNOUNCEMENT

Finance and Administrative Officer

- Position:** Finance and Administrative Officer (FA) for the Project “Blue Horizon: Ocean Relief through Seaweed Aquaculture”
- Workplace:** Project Management Unit (PMU) office, at SEAFDEC Secretariat, Bangkok, Thailand
- Contract type:** Full-time, Project-based fixed-term employee
- Duration:** Initial contract for 2 years, with the possibility of extension to the full 4-year project period
- Nationality:** Thai

BACKGROUND

The Southeast Asian Fisheries Development Center (SEAFDEC) is an autonomous inter-governmental body established in 1967. SEAFDEC comprises of 11 Member Countries: Brunei Darussalam, Cambodia, Indonesia, Japan, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Viet Nam. The mission of SEAFDEC is “*To promote and facilitate concerted actions among the Member Countries to ensure the sustainability of fisheries and aquaculture in Southeast Asia*”.

In collaboration with WWF GEF Agency, SEAFDEC will implement the Global Environmental Facility (GEF)-funded Project “Blue Horizon: Ocean Relief through Seaweed Aquaculture” which is to be executed from 1 July 2024 until 31 December 2028. The overarching goal of the Project is to create new sustainable seaweed value chains to deliver ecosystem services and provide socioeconomic benefits through four Components, namely: 1) Regional approach and capacity for seaweed value chains in Southeast Asia; 2) Enabling Environment for Seaweed Aquaculture in the Philippines and Viet Nam; 3) Seaweed Value Chains (production, processing, and marketing); and 4) Knowledge Management, M&E, and IW Learn (regional).

The Project will be managed and coordinated by the Project Management Unit (PMU) under the supervision of the SEAFDEC Secretary-General. The office location is at the SEAFDEC Secretariat in Kasetsart Campus, Bangkok, Thailand.



Finance and Administrative Officer (FA)

The Finance and Administrative (FA) Officer is a member of PMU of Project “Blue Horizon: Ocean Relief through Seaweed Aquaculture”. Working under the supervision of the Project Manager/Technical Advisor, the FA Officer will support the PMU’s functions by managing overall administrative and financial matters of SEAFDEC’s activities. This position is based full-time at the Project Management Unit (PMU) at the SEAFDEC Secretariat, Bangkok, Thailand. The initial contract is for 2 years, with the possibility of extension for the entire 4-year project period.

This position is open to **Thai nationals** only.

Salary: 40,000–65,000 Baht per month (Negotiable, based on experience)

Qualifications:

- 1. Education:** at least a bachelor’s degree in accounting, finance, business administration, or a related field
- 2. Experience:**
 - At least 5 years in administrative and financial management, with experience in Southeast Asian region being an advantage.
 - Demonstrated experience in administration and financial management, familiar with GEF legislation, policy, and procedures or equivalent donor-funded programs.
 - Proven track record in administration and financial management with attention to detail and accuracy.
 - Proficiency in Microsoft Office suite (Word, Excel) and Google Drive (Docs, Sheets, Meet, Forms, Calendar). Familiarity with Zoom is also required.
 - Strong proficiency in Thai and English, both written and spoken.
 - Ability to prioritize, plan, and work collaboratively in a team environment and independently with minimal supervision.
 - Ability to work in multidisciplinary teams and a cross-cultural environment.
 - Flexibility, enthusiasm, and openness to feedback for self-improvement.
 - Understanding or experience in fisheries and/or seaweed aquaculture in Southeast Asia is a plus.
 - Strong organizational, communication, and project management skills, along with knowledge of best practices to achieve the project goal and objectives. Support to the PMU and SEAFDEC team.

Responsibilities

Financial management and accounting

- Assist the Project Manager/Technical Advisor with overall project budget planning and monitoring.



- Prepare, administer, and maintain the project budget, ensuring data accuracy and currency.
- Track the budget and facilitate financial transactions between WWF GEF Agency and SEAFDEC, and between SEAFDEC and consultants.
- Prepare, consolidate, and deliver quarterly project-level financial reports for submission to WWF GEF Agency, ensuring GEF requirements are met.
- Provide administrative and financial assistance to program staff, ensuring budgets and agreements comply with SEAFDEC, and WWF GEF Agency policies, procedures, and donor requirements.
- Review and monitor budget status against the annual budget and project work plan, ensuring appropriate spending levels and correct coding. Identify problems and recommend corrective action.
- Assist in the revision of budgets and communicate issues to the Project Manager/Technical Advisor.
- Ensure GEF Requirements are met, including budget structure and expense association with incremental costs.
- Prepare and monitor consultant agreements for compliance with terms, ensuring compliance with WWF GEF Agency policy reporting requirements and project deadlines.
- Assist in mid-term and final evaluations by providing requested financial information and ensuring corrective actions are taken for financial issues.
- Maintain information on all financial and administrative aspects of the project, ensuring compliance with WWF GEF Agency reporting requirements and project deadlines.
- Prepare financial information required for audits and process payments in compliance with SEAFDEC regulations.
- Work closely with SEAFDEC Finance Officers to monitor fiscal operations and prepare timely financial reporting.
- Perform other financial and accounting tasks as assigned by the Project Manager/Technical Advisor.

Administrative management

- Assist the Project Manager/Technical Advisor in running the PMU office and ensuring effective day-to-day administrative operations.
- Maintain project files and documents, ensuring proper organization and accessibility.
- Handle incoming and outgoing correspondence promptly and professionally.
- Facilitate communication within the team and with external stakeholders.
- Assist in recording, reviewing, and submitting PMU staff timesheets in accordance with SEAFDEC regulations.
- Assist in procuring goods and services for the project and managing contracts with partners and consultants, ensuring compliance with WWF GEF Agency and SEAFDEC regulations.



- Maintain databases of relevant consultants and partners.
- Manage PMU office supplies and inventories, ensuring compliance with SEAFDEC regulations.
- Organize project team meetings and prepare for monitoring and evaluation of deliverables.
- Provide logistical and travel support for project staff, coordinating with SEAFDEC concerned staff.
- Expedite communication of information and issues within the team and consultants, the Project Steering Committee, the WWF GEF Agency, and independent evaluators.
- Prepare and organize project events under SEAFDEC activities.
- Assist in preparing and submitting reports required by funding agencies or by SEAFDEC.
- Work closely with the General Administrative Division of SEAFDEC/TD to ensure project implementation follows SEAFDEC regulations.
- Provide other administrative and secretarial support to the PMU and other projects/teams as assigned by the Project Manager/Technical Advisor.

“SEAFDEC is an equal opportunity employer, considering all applicants based on qualifications, regardless of race, national origin, religion, gender identity, age, disability, or marital status.”

To apply: Please visit our website www.seafdec.or.th to download the application form and submit it in English with the following documents **by 20 August 2024**. Short-listed applicants will be contacted for interview.

- A cover letter indicating the position title and how the applicant meets the requirements of that position
- A detailed Curriculum Vitae (CV)
- An application form
- A copy of the educational qualification or transcript
- A copy of identification card
- A copy of house registration
- A photograph of the applicant
- A copy of evidence of release from military obligations (In case of male applicants)
- A copy of English test certificates (TOEIC, IELTS) or equivalent
- Examples of reports, works
- Other related documents (if any)



Submit to: Administrative and Human Resources Section,
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Ms. Supatra Loonchaiya
Administrative and Human Resources Section Head
23 July 2024