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JOB ANNOUNCEMENT

Information Officer (IO)

- Position:** Information Officer (IO)
- Department/Office:** SEAFDEC Secretariat, The Department of Fisheries Compound, Kasetsart University, Bangkok, Thailand
- Duty station:** Information Program Coordination Office
- Contract type:** Non-Project Fixed-term employee for one (1) year.
(If the work performance is qualified and meets SEAFDEC's requirements, the employee can be hired as a permanent staff member.)
- Salary:** From 19,800 Baht per Month (Bachelor's Degree)
From 24,320 Baht per Month (Master's Degree)
+1,500 Baht per Month for supporting living cost
- Nationality:** Thai
- Welfare Benefit:**
- Group Life Insurance covers group health and emergency accident insurance; total and permanent disability insurance; and group accident insurance.
 - Outpatient Department (OPD)

About SEAFDEC:

The Southeast Asian Fisheries Development Center (SEAFDEC) is an autonomous intergovernmental body established in 1967 with the mission "To promote and facilitate concerted actions among the Member Countries to ensure the sustainability of fisheries and aquaculture in Southeast Asia". SEAFDEC is seeking an **Information Officer (IO)** to work under the Information Program Coordination (IPC) Office of the SEAFDEC Secretariat.

Responsibilities:

1. To be responsible for the preparation and production of information materials/activities of the SEAFDEC Secretariat;
2. To support the organization of meetings by the SEAFDEC Secretariat and the preparation of meeting reports;
3. To support the compilation of Fishery Statistics of Southeast Asia; and
4. To perform other duties as assigned by the Senior Information Officer (SIO) and the Information Program Coordinator (IPC)



Qualification:

1. Thai nationality, male or female, age is not over 40.
2. Bachelor's or Master's Degree in the field of fisheries, environmental sciences, or other related fields.
3. Knowledge or ability to comprehend fisheries-related subjects/issues.
4. Good command of English language (speaking, listening, writing).
5. Good computer skills, *e.g.* Microsoft Office and Google Apps (skills for Adobe programs and website/social media management would be advantages).
6. Ability and flexibility to manage multiple tasks and perform well under pressure and tight deadlines

Application Process: Please send your detailed CV, and an application form together with documents certified true copy, as follows:

- Copy of educational qualification and transcript 1 copy
- Copy of identification card 1 copy
- Copy of house registration 1 copy
- Photograph of the applicant (1 or 2 inches with straight face, no hat, and no glasses) 1 photo
- Medical certificate from a government hospital or private hospital 1 copy
- Copy of evidence of the release of military obligations 1 copy
- Other related documents (if any)

Please download the application form from the website <http://seafdec.or.th>. The applicants are invited to submit all required documents in English **before 13 February 2025**.

To: Administrative and Human Resources Section,
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Ms. Supatra Loonchaiya
Administrative and Human Resources Section Head

15 January 2025