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JOB ANNOUNCEMENT

Project Assistant

Position: Project Assistant for the USAID Southeast Asia Fisheries Partnership
Department/office: SEAFDEC Training Department, Phrasamutchedi, Samut Prakan, Thailand
Contract type: Project Fixed-term employee
Duration: 5 Years, subject to the availability of funds
Workplace: The Project Coordinating Unit (PCU) Officer, SEAFDEC Training Department

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."

SEAFDEC receives a Public International Organization (PIO) grant from the United States Agency for International Development (USAID) to implement USAID Southeast Asia Fisheries Partnership, hereafter called as "Activity," which commenced in 2023 and will be implemented until 2028. This Activity has the overarching goal for "fisheries and aquaculture practices and productions improved and managed sustainably" with three objectives, namely: 1) Fishery policies, programs, and plans supported by SEAFDEC are adopted and implemented by national fisheries agencies; 2) Commercial and small-scale fishers have appropriate financial and human resources, capacity, and good governance to adopt sustainable fishing and aquaculture practices, and 3) Increase operational and technical capacity among national fisheries agencies and fisheries institutions. USAID Southeast Asia Fisheries Partnership is a component of the USAID Sustainable Fish Asia project funded by USAID Regional Development Mission for Asia (USAID/RDMA.)

The Activity will be managed and coordinated by the Project Coordinating Unit (PCU) at the SEAFDEC Training Department (TD) (located in Samut Prakan Province, Thailand) where three staff including the Project Manager (PM) and Monitoring, Evaluation, and Learning (MEL) Specialist, and Communication Specialist will complete the team on a full-time basis, stationed at SEAFDEC/TD and will work closely with other staff from the SEAFDEC Secretariat and TD.

PROJECT ASSISTANT

The Project Assistant (PA) is a staff member in the Project Coordinating Unit (PCU) of the USAID Southeast Asia Fisheries Partnership Project team. Her/his role encompasses overall administration and financial oversight of the SEAFDEC activities outlined in the project document.



This position is a full-time position based at the Project Coordinating Unit (PCU), the SEAFDEC/TD. The initial contract is two and a half years extendable up to 2028 which covers the entire project, subject to the availability of funds from USAID.

The appointed person will be answerable to the Project Manager, the Secretary-General, in coordination with other staff of SEAFDEC.

To be considered for this position candidates must meet the following minimum qualifications:

1. Job Knowledge/Skills:

- Strong organizational and communication and project management skills, along with knowledge of best practices to ensure strong support to the PCU team and broader SEAFDEC team.
- Strong financial skills to support financial report drafting, budget management, financial planning, and disbursement requests.
- Excellent communication (written and spoken) in Thai and English.

2. Responsibilities:

Financial Management and Accounting

- Lead the drafting of the Quarterly and Monthly financial reports as required.
- Ensure timely processing of advances and reimbursements.
- Verify the completeness of disbursements and other financial distributions.
- Maintain comprehensive records of expenditures, advances, reimbursements, and disbursement reporting internally to key personnel, including the Project Manager, SEAFDEC Finance Division Head, the Accounts and Finance Section, General Administrative Division Head, and Administrative Section (as required).
- Lead and assist in budgeting for the USAID component and contribute to the implementation and maintenance of the budget plan.

Administrative Management

- Organize and schedule appointments / meetings and other administrative tasks of the PCU key personnel as required.
- Manage PCU's office supplies and inventories, maintaining accurate records.
- Handle incoming correspondence promptly and professionally.
- Maintain PCU's office systems and liaise with suppliers and contractors in coordination with staff in other sections
- Oversee day-to-day operations, including schedule management.
- Review and submit Timesheet for the USAID team in accordance with the requirements.



Logistics Management and Support

- Provide guidance and assistance for the transportation needs of the regional team / partners / guests.
- Lead other logistical tasks, such as equipment procuring and renting equipment, sourcing necessary items, and providing advice on importation procedures.

General Additional

- Other tasks as assigned by the Secretary-General, and Project Manager.

3. Education:

- Bachelor's degree in any of the following field is required: business administration, accounting, financial management, public administration/policy, international development, or related fields.
- Excellent communication skills in both Thai and English (IELTS / TOEIC qualification preferred).
- Fully competent in Microsoft Office suite (Word, Excel, PowerPoint), Google Drive (Docs, Sheets, Meet, Forms, Calendar, and so on), Zoom etc.

4. Prior Work Experience:

- A minimum of five (5) years of progressively responsible, professional-level experience in administration and financial management (preferably in the development sector) is required.
- Experience working in the Southeast Asian region would be an advantage.
- Demonstrated experience in administration and financial management within a development context; preferably within a multi-dimensional USAID or equivalent donor-funded programs.
- Proven track record in administration and financial management / reporting with strong communication skills in both Thai and English, along with organizational skills.
- An understanding of or direct experience in the fisheries sector in Thailand and Southeast Asia is beneficial.

5. Language Proficiency/Communication Skills:

Strong Thai and English language proficiency are required to be able to communicate effectively with USAID/RDMA team, SEAFDEC concerned officers, and external contacts.

“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 to download the application form at www.seafdec.or.th including salary requirement and submit it in English with following required documents by **17 May 2024**. Applications will be reviewed on a rolling basis once received.

- A curriculum vitae (CV)
- Cover letter
- Copy of education qualification or transcript
- Copy of identification card
- Photograph of the applicant (taken within 6 months)
- English test certificate (if available, for special consideration) *e.g.* TOEIC, IELTS

To: Administrative and Human Resources Section,
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Ms. Supatra Loonchaiya
Administrative and Human Resources Section Head
30 April 2024