



SEAFDEC Secretariat

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**Marine Fisheries Research
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**Inland Fishery Resources Development
and Management Department (IFRDMD)**

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JOB ANNOUNCEMENT

Administrative Officer

Position:	Administrative Officer (AO)
Project:	“Blue Horizon: Ocean Relief through Seaweed Aquaculture”
Workplace:	Project Management Unit (PMU) office, at the SEAFDEC Secretariat, Bangkok, Thailand
Contract type:	Full-time, Project-based Fixed-term Employee
Duration:	2 years (with the possibility of extension to the full 4-year project needs)
Nationality:	Thai
Salary:	35,000-50,000 Baht per month (Negotiable, based on experience)

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 is implementing the Global Environmental Facility (GEF)-funded Project “**Blue Horizon: Ocean Relief through Seaweed Aquaculture**”, from 1 July 2024 until 31 December 2028. The project aims to create sustainable seaweed value chains, providing ecosystem services and socio-economic benefits across Southeast Asia. This project has four key components:

- 1) Regional approach and capacity for seaweed value chains in Southeast Asia
- 2) Enabling Environment for Seaweed Aquaculture in Philippines and Viet Nam
- 3) Seaweed Value Chains (production, processing, and marketing); and
- 4) Knowledge Management, M&E, and IW Learn (regional).

Position Overview

The Administrative Officer (AO) Project will be an essential member of the Project Management Unit (PMU), assisting the Project Manager/Technical Advisor with the day-to-day administrative, financial, and organizational tasks for the project. The AO will be based full-time at the SEAFDEC Secretariat in Bangkok, Thailand.



Qualifications:

1. **Education:** Bachelor's degree in business administration, social science, or related fields.
2. **Experience:**
 - At least four years in administrative and financial roles, preferably with international organization.
 - Familiarity with GEF-funded or similar donor-funded project.
 - Proven track record in administration management with attention to detail and accuracy.
 - Proficient in Microsoft Office (Word, Excel) and Google Drive tools (Docs, Sheets, Meet, Forms, Calendar).
 - Strong command of written and spoken Thai and English
 - Organizational, communication, and project management skills
 - Ability to draft professional correspondence letters to government counterparts, partners, and stakeholders.
 - Proven experience in event organizing large-scale meetings, such as project steering committee meetings and workshops, including scheduling, logistical arrangements, and stakeholder engagement.
 - Ability to handle multiple urgent requests and prioritize tasks to meet deadlines efficiently.
 - Experience in organizing and maintaining both physical and digital records securely and accessibly.
 - Flexible, enthusiastic, and receptive to feedback.
 - Experience in fisheries and/or seaweed aquaculture projects in Southeast Asia is a advantageous

Key Responsibilities

- Manage administrative functions to ensure the effective running of the PMU
- Organize and maintain project files and documentation for easy access and compliance
- Assist with administrative and financial tasks, ensuring adherence to SEAFDEC and WWF GEF Agency policies
- Manage travel arrangements for project staff, including coordination for travel authorization, booking, logistics, visas, and logistics
- Draft and prepare correspondence and documents related to project activities, such as reports, presentations, and documentations
- Support internal and external communication efforts, facilitating collaboration between the project team, partners, and stakeholders
- Manage staff timesheets, procurement, and contract management in alignment with SEAFDEC regulations.
- Plan, coordinate, and organize logistics for events, workshops, and meetings, including participant invitations, venue arrangements, and preparation of necessary materials.
- Collaborate with the administrative and finance offices of the SEAFDEC Training Department to ensure project success and compliance.



- Provide updates and support to the Project Manger regarding project deliverables and progress reports
- Prioritize and handle multiple tasks efficiently, ensuring urgent requests from different departments and addressed promptly and accuracy.
- Provide other administrative, financial, and secretarial support to the PMU and other project teams, as directed by the Project Manager/Technical Advisor.

“SEAFDEC is an equal opportunity employer, considering all applicants based on qualifications, regardless of race, 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 23 February 2025**. 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)
- Other related documents (if any)

Submit your application to:

Administrative and Human Resources Section,
General Administrative Division, Training Department
Southeast Asian Fisheries Development Center
Suksawasdi Road, Leam Fha Pha,
Phrasamutchedi, Samut Prakan 10290
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Ms. Supatra Loonchaiya
Administrative and Human Resources Section Head
27 January 2025