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JOB ANNOUNCEMENT Program Officer (PRO)

Position:	Program Officer (PRO)
Location:	SEAFDEC Secretariat, Bangkok, Thailand
Duty station:	Policy and Program Coordination Office
Contract type:	Permanent, full-time (with a probation period of 6 months)
Salary:	From 19,800 Baht per Month (Bachelor's Degree) From 24,320 Baht per Month (Master's Degree) From 28,390 Baht per Month (Doctoral Degree)
Nationality:	Thai

The Southeast Asian Fisheries Development Center (SEAFDEC) is an autonomous intergovernmental body established in 1967. The mission of SEAFDEC considered and adopted by the Special Meeting of the SEAFDEC Council in 2017 is *"To promote and facilitate concerted actions among the Member Countries to ensure the sustainable of fisheries and aquaculture in Southeast Asia"*. SEAFDEC is seeking a Program Officer (PRO) to assist the Program and Policy Coordinator Office of the SEAFDEC Secretariat.

The position is attached to the Office of Policy and Program Coordinator (PPC Office) of the SEAFDEC Secretariat office located in Bangkok, Thailand. PRO will work under the direction of the Policy and Program Coordinator and will work closely with the team members, other SEAFDEC staff, and partners. The mandate of the PPC Office is to coordinate and oversee the general policy and programs of SEAFDEC, and to organize regular SEAFDEC meetings to obtain directives and guidance from its Member Countries on the operation of the organization as well as regional technical consultations and meetings on the issues as recommended by the Member Countries. In this connection, the Program Officer (PRO) will work in coordination with five technical departments of SEAFDEC, namely: Training Department; Marine Fisheries Research Development; Aquaculture Department; Marine Fishery Resources Development and Management Department; and Inland Fisheries Resources Development and Management Department.

Qualification:

- Bachelor's degree or higher in fisheries/natural resources management/environmental management or related fields;
- 2-3 years or more of experience in project coordination and program management is required, with a preference for candidates who have experience at the regional or international level, which would be advantageous;



- Excellent English language skills: proficiency in writing, speaking, and communication. Previous experience working in an English-speaking environment is highly desirable, as candidates should be adept at effectively communicating in English, both in writing reports and engaging in verbal communication with stakeholders. A TOEIC score of at least 700 is required for candidates;
- Experience working with government agencies: candidates with experience working with government agencies will be preferred. Familiarity with government processes and regulations related to fisheries and environmental management is beneficial;
- Research, analytical, and debriefing skills: experience in researching, analyzing, and debriefing complex issues will be advantageous. Candidates should demonstrate the ability to gather and analyze data, draw meaningful insights, and effectively communicate findings to relevant stakeholders;
- Ability to travel and work independently: the role may require travel outside Bangkok or to other countries. Candidates should be able to work independently with limited supervision, manage multiple tasks within deadlines, and be willing to work long hours during annual meetings or events; and
- Equal opportunity: our organization is committed to providing equal opportunities for all applicants, regardless of background or identity. We welcome candidates from diverse backgrounds to apply and contribute to our mission.

Description of Duties:

1. Coordinate SEAFDEC projects and programs and general administration;
2. Prepare working documents, reports, and organize the meetings under the responsibility of SEAFDEC Secretariat;
3. Assist SPRO in monitoring SEAFDEC's actions in response to recommendations from Council Meetings, Program Committee Meetings, and the Departmental Chiefs Meetings; and
4. Perform other duties as assigned by respective supervisors.

Application Process: Please send a cover letter and resume detailing your qualifications for this position. The application should include (i) a cover letter outlining clearly indicate the position title and how the candidate meets the requirements of that position, (ii) a detailed CV, and (iii) an application form with documents for application with certified true copy, as follows:

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| • Copy of education qualification or transcript | 1 copy |
| • Copy of TOEIC certificate (valid for 2 years) | 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 |
| • Copy of evidence of the release of military obligations | 1 copy |
| • Medical Certificate from a Government Hospital | 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 31 May 2024**.

To: Ms. Rossukon Pluem
Human Resources Officer and Secretary to Chief of Training Department
Administrative and Human Resources Section,
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Southeast Asian Fisheries Development Center
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Ms. Supatra Loonchaiya
Administrative and Human Resources Section Head
2 May 2024