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**Marine Fishery Resources
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**Inland Fishery Resources Development
and Management Department (IFRDMD)**
Jl. Gub. HA. Bastari No.08 Rt.29 RW.07
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Palembang 30252, South Sumatra, Indonesia
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JOB ANNOUNCEMENT General Services Officer (GSO)

Position: General Services Officer (GSO)
Department/office: SEAFDEC Secretariat, Kasetsart University Campus, Bangkok
Contract type: Permanent, Full-time (with a probation period of 6 months)
Salary: 21,780 Baht/month for Bachelor's Degree
+2,000 Baht/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)
- Annual Medical Check-up
- SEAFDEC Uniforms
- Tuition Fee Support for Children
- Termination Indemnity
- Holiday and Leave Entitlement

About SEAFDEC:

The Southeast Asian Fisheries Development Center (SEAFDEC), an autonomous inter-governmental body established in 1967, promotes sustainable fisheries and aquaculture in Southeast Asia. SEAFDEC is seeking a General Services Officer (GSO) to work under the Administrative Office, and to be stationed at the SEAFDEC Secretariat.

Job Description:

- To be responsible for overall general services operation;
- To manage travel arrangements for the Secretariat staff;
- To manage the use of office vehicles as per requests by the Secretariat staff;
- To be responsible for logistics for meetings, seminars and workshops;
- To be responsible for procurement for the Secretariat Office in accordance with Guidelines on Procurement of Products and Services;
- To store and keep record of the equipment, office supplies and stationeries;
- To be responsible for the appropriate disposal of unused documents, materials and inventory;
- To be responsible for office infrastructure and electronic system;
- To be responsible for meeting rooms of the Secretariat for SEAFDEC meetings; and
- To perform other duties as assigned by the Senior Administrative Officer (SAO).



Qualifications:

1. Thai Nationality
2. Male/Female, age not over 35 years old
3. Bachelor's degree in any field
4. Healthy with physical fitness
5. Good English Communication Skill
6. Possession of a valid driving license and ability to drive; a motorcycle driving license is a plus.
7. Service-minded with a positive attitude towards service work
8. Proficient in computer skills, including Microsoft Office and Google Drive
9. Experience in general services (such as office infrastructure maintenance, vehicle management, procurement, inventory control, travel arrangements, or other related tasks) is an advantage

To Apply: Please visit our website to download the application form at **www.seafdec.or.th**. The application form and curriculum vitae (CV) should be submitted in English with following required documents by **12 August 2025**:

- Copy of educational qualification or 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
- Copy of a valid car driving license 1 copy
- Other related documents (if any)

To: Administrative and Human Resources Section,
General Administration Division, Training Department
Southeast Asian Fisheries Development Center
Suksawasdi Road, Leam Fha Pha,
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Ms. Supatra Loonchaiya
Administrative and Human Resources Section Head
24 July 2025