



SOUTHEAST ASIAN FISHERIES DEVELOPMENT CENTER

Training Department

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JOB ANNOUNCEMENT

Administrative Officer-II

Position:	Administrative Officer-II (AO-II)
Department/Office:	SEAFDEC Secretariat, Kasetsart University Campus, Bangkok
Contract type:	Permanent, Full-time (with a probation period of 6 months)
Salary:	19,800 Baht per month +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)
- Annual Medical Check-up
- SEAFDEC Uniforms
- Tuition Fee Support for Children
- Termination Indemnity
- Holiday and Leave

About SEAFDEC:

The Southeast Asian Fisheries Development Center (SEAFDEC), an autonomous intergovernmental body established in 1967, promotes sustainable fisheries and aquaculture in Southeast Asia. SEAFDEC is seeking an **Administrative Officer-II (AO-II)** to work under the Administrative Office, and to be stationed at the SEAFDEC Secretariat.

Job Descriptions

- To be responsible for incoming/outgoing matters & correspondence including internal distribution and filing system of Japanese Trust Fund and other projects under Japanese responsibilities;
- To assist Senior Administrative Officer (SAO) in organizing meetings, seminars and workshops;
- To support the Japanese Trust Fund (JTF) administrative activities including the preparation of letters/documents in Thai and English, and the translation of letters/documents from Thai to English and vice versa when required;
- To be responsible for Deputy Secretary General (DSG) and Japanese Expert traveling documents;
- To perform other secretary tasks for DSG including preparing documents for consideration and signatory;
- To be responsible for meeting rooms of the Secretariat for SEAFDEC meetings; and
- To perform other duties as assigned by SAO.



Qualifications:

1. Thai Nationality.
2. Male/Female age not over 35 years old.
3. Bachelor's degree in Business Administration, Business English, Logistics, or related fields.
4. Good command in English **(TOEIC score at least 650 is required)**.
5. Experience working in Administrative, Secretary, and relevant jobs are preferred.
6. Ability to draft professional correspondence letters to government counterparts, partners, and stakeholders.
7. Experience in coordination with the Government sectors and International Organizations are an advantage.
8. Having service minded and good attitude with the service works.
9. Ability to handle multiple urgent requests and prioritize tasks to meet deadlines efficiently.
10. Experience in organizing and maintaining both physical and digital records securely and accessibly.
11. Experience in organizing meetings, seminars, and workshops are advantage.
12. Having a driving license is preferred.
13. Special consideration will be given to candidates with basic Japanese communication skills.
14. Good skill in computer and able to use Microsoft Office and Google drive.
15. Healthy with physical fitness.

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) 1 copy

Please download the application form from the website <http://seafdec.or.th>. The applicants are invited to submit all required documents in English before 25 May 2025.

TO: Administrative and Human Resources Section
General Administrative Division, Training Department
Southeast Asian Fisheries Development Center
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Ms. Supatra Loonchaiya
Administrative and Human Resources Section Head
23 April 2025