



SOUTHEAST ASIAN FISHERIES DEVELOPMENT CENTER

Training Department

P.O. Box 97, Phrasamutchedi, Samut Prakan 10290, Thailand; Tel: +66 2425 6100; Fax: +66 2425 6110 to 11; www.seafdec.or.th

SEAFDEC Secretariat

P.O. Box 1046,
Kasetsart Post Office,
Chatuchak, Bangkok
10903, Thailand
Tel: +66 2940 6326
Fax: +66 2940 6336
www.seafdec.org

Marine Fisheries Research Department (MFRD)

Singapore Food Agency
52, Jurong Gateway Road,
#14-01, Singapore 608550
Tel: +65 9046 4787
Fax: +65 6334 1831
www.seafdec.org/mfrd

Aquaculture Department (AQD)

Tigbauan, 5021 Iloilo,
Philippines
Tel: +63 33 330 7000
+63 33 511 9170
Fax: +63 33 330 7002
www.seafdec.org.ph

Marine Fishery Resources Development and Management Department (MFRDMD)

Fisheries Garden, Chendering,
21080 Kuala Terengganu, Malaysia
Tel: +609 617 5940
Fax: +609 617 5136
www.seafdec.org.my

Inland Fishery Resources Development and Management Department (IFRDMD)

Jl. Gub. HA. Bastari No.08 Rt.29 RW.07
Kel. Silaberanti Kec. Seberang Ulu I, Jakabaring,
Palembang 30252, South Sumatra, Indonesia
Tel: +62 711 564 9600
Fax: +62 711 564 9601
www.seafdec.id

JOB ANNOUNCEMENT

Administrative Officer-III

Position:	Administrative Officer-III (AO-III)
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-III (AO-III)** 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;
- To prepare the attendance reports and leave entitlements of the Secretariat staff;
- To assist the foreign experts/staff in applying for visa, facilitate for visa extension and re-entry permit;
- To be responsible for office fax, postage, messenger and assist Senior Administrative Officer (SAO) in general administrative day-to-day operation;
- To assist SAO in organizing meetings, seminars and workshops;
- 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. Good skill in computer and able to use Microsoft Office and Google drive.
14. 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
Suksawasdi Road, Leam Fha Pha,
Phrasamutchedi, Samut Prakan 10290
Tel: 02-4256100 Ext. 131 and 133
E-mail rossukon@seafdec.org



Ms. Supatra Loonchaiya
Administrative and Human Resources Section Head
23 April 2025