



# SOUTHEAST ASIAN FISHERIES DEVELOPMENT CENTER

## Training Department

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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  
Tel: +62 711 564 9600  
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## JOB REQUIREMENT

### Project Planning and Management Officer

- Position:** Project Planning and Management Officer (PPMO)
- Department/Office:** SEAFDEC Training Department, Phrasamutchedi, Samut Prakan, Thailand
- Duty station:** Project Planning and Management Division (PPMD)
- Contract type:** Permanent employment
- Salary:** From 19,800 Baht per Month (Bachelor's Degree)  
From 24,320 Baht per Month (Master's Degree)  
+1,500 Baht per Month for supporting living cost
- Nationality:** Thai

#### Welfare Benefit:

- 1.1 Group Life Insurance covers group health and emergency accident insurance; total and permanent disability insurance; and group accident insurance
- 1.2 Outpatient Department (OPD)
- 1.3 Annual Medical Check-up
- 1.4 SEAFDEC Uniforms
- 1.5 Tuition Fee Support for Children
- 1.6 Termination indemnity
- 1.7 Holiday and Leave

#### About SEAFDEC:

The Southeast Asian Fisheries Development Center (SEAFDEC) is an autonomous inter-governmental body established in 1967. SEAFDEC comprises 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". SEAFDEC is seeking a Project Planning and Management Officer (PPMO) to work under the Project Planning and Management Division (PPMD) of the SEAFDEC Training Department.

#### Responsibilities:

1. To assist the Senior Project Planning and Management Office (SPPMO) and the Project Planning and Management Division Head (PPMDH) in the coordination and management of projects under the SEAFDEC Training Department including monitoring, evaluation, and reporting mechanisms to enhance the efficiency of project implementation;
2. To assist SPPMO and PPMDH in coordinating with relevant Project Officers of the SEAFDEC Training Department, Secretariat, and external agencies on the project development consistent with the Plan of Operation and Program of Work, strategic plan of SEAFDEC, relevant regional policy recommendations, and regional interests;



3. To support TD technical staff in the preparation or production of promotional materials with a view to enhance SEAFDEC visibility;
4. To perform other duties as assigned by respective supervisors.

**Qualification:**

1. Age between 26–35 years old
2. A university degree, bachelor's degree is minimum required in any of the following fields are required: Bachelor of Science (Project Management), Business Administration (Project Management, Public Administration/Policy, Political Sciences, International Relations and Communications, or related fields.
3. Understand the principles of project management, business system analysis, strategic development or related subjects.
4. A minimum of two-years experience of work as team member at the national or international level in project management services.
5. Proficiency in Microsoft Office Package (Word, Excel, PowerPoint, Outlook)
6. Fair verbal and written English language skill.
7. Experience in organizing meetings and events/ workshops and teleconferences including participation and facilitation.
8. Experience in/willing to travel outside Bangkok or to other countries

**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)   |         |

Please download the application form from the website <http://seafdec.or.th>. The applicants are invited to submit all required documents in English **before 14 February 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  
15 January 2025