



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

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 with a probationary period of six (6) months
Salary: From 21,780 Baht per Month (Bachelor's Degree)
 From 26,750 Baht per Month (Master's Degree)
 +2,000 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 of 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."*

The Center operates through its Secretariat located in Thailand and five Technical Departments, namely: the Training Department (TD); the Marine Fisheries Research Department (MFRD); the Aquaculture Department (AQD); the Marine Fishery Resources Development and Management Department (MFRDMD); and the Inland Fishery Resources Development and Management Department (IFRDMD).

The Training Department of the Southeast Asian Fisheries Development Center (SEAFDEC/TD) was established by the SEAFDEC Council at its Inaugural Meeting in 1968 in Bangkok, Thailand and was formally inaugurated in 1970 with the objectives to develop modern fishery technologies for the sustainable use of marine fish resources and to address manpower



shortages in marine capture fisheries in Southeast Asia. SEAFDEC/TD is located in Samut Prakan Province, Thailand. The Government of Thailand, according to the Agreement Establishing SEAFDEC, provides SEAFDEC/TD with office buildings and a dormitory to accommodate staff and trainees as well as other equipment and contributed toward the Department's operation. Among lists of donor governments, the Government of Japan is the most generous contributor towards the operation of the Department. SEAFDEC/TD has been focusing its efforts on the development of modern fishery techniques to aid regional fisheries in a more sustainable approach through the promotion of responsible fishing technologies and practices, exploration of resources, and advancing the coastal fisheries management approach. Under the new Strategic Plan which was endorsed in 2006, the structure and activities of TD have been adjusted to emphasize on the promotion of coastal fisheries management to ensure responsible resource utilization and sustainable livelihoods in coastal communities, and the promotion of off-shore fisheries through the development of best fishing practices and energy optimization technology to ensure stable supply of food fish and reduce fishing pressure in coastal areas.

The Project Planning and Management Division (PPMD) of SEAFDEC/TD was established in 2021 to support the management, monitoring and evaluation of all programs and projects under the SEAFDEC Training Department. To ensure smooth operation, management, and coordination TD temporarily modified its organizational structure by creating an interim PPMD responsible for coordinating all projects under TD since 2021. The modification of the organizational structure of TD was subsequently adopted by the SEAFDEC Council at its 54th Council Meeting in 2022, and Administrative Order No. 3/2022 was approved on 25 July 2022.

To ensure systematic reporting of activities, PPMD in collaboration with the SEAFDEC Secretariat Office has developed a mechanism to monitor the progress of project activities and budget utilization. PPMD works closely with Project Director/Manager, and Lead Technical Officers to develop, improve, and align project rationales, objectives, outcomes, and activities in consistent with the strategic plan of SEAFDEC, regional policy recommendations, and regional interests. In addition, PPMD coordinates with the SEAFDEC Secretariat in seeking financial and technical support from potential donor governments and agencies for programs and activities of regional interest. PPMD is also responsible for the overall monitoring, evaluation, and reporting of all programs and projects under the Training Department. The PPMD shall also facilitate and support the development, improvement, as well as facilitating the continuous improvement and adaptation of program and project frameworks to ensure relevance and effectiveness.

Project Planning and Management Officer

The Project Planning and Management Officer (PPMO) is classified as a Group 2.2 Technical Officer of the SEAFDEC Training Department (TD). This is a full-time position based at the Project Planning and Management Division (PPMD), SEAFDEC/TD, Samut Prakan Thailand.

The job description of the PPMO is as follows:

1. To assist the Senior Project Planning and Management Officer (SPPMO) and Project Planning and Management Division Head (PPMDH) in coordination and management of projects under the SEAFDEC Training Department, including monitoring, evaluation, and reporting mechanisms to ensure efficient project implementation;
2. To assist SPPMO and PPMDH in coordinating with relevant Project Officers of SEAFDEC TD, the SEAFDEC Secretariat, and external agencies to develop projects consistent with the Plan of Operation and Program of Work, the SEAFDEC Strategic Plan, regional policy recommendations, and regional interests;
3. To support TD technical staff in preparation or production of promotional materials with a view to enhance SEAFDEC's visibility;
4. To perform other duties as assigned by respective supervisors.



The Project Planning and Management Officer (PPMO) will receive an initial salary is 21,780 Baht per month with a Bachelor's degree, or 26,750 Baht per month for those with a Master's degree. To be considered for this position, candidates must meet the following minimum qualifications:

1. Job Knowledge/Skills:

- Understanding of project planning and development, as well as project monitoring and evaluation processes.
- Good organizational and communication skills with the ability to work effectively in a multicultural context as a flexible and respectful team player.
- Working knowledge of data management and communication applications including MS Office, Google Drive, and relevant software/programs for data analysis and visualization.
- Familiarity with regional organizations is a strong plus.
- Ability to integrate gender and social inclusion contexts into monitoring and evaluation plans and activities is a strong plus.
- Technical understanding of the fisheries sector is a strong plus.

2. Responsibilities:

- Support project planning and monitoring processes, including meeting arrangements, reporting on project implementation, and following up on quarterly progress reports in line with organization templates, under the guidance of the Senior Project Planning and Management Officer (SPPMO) and the Project Planning and Management Division Head (PPMDH)
- Coordinate with Project Director/Manager, Lead Technical Officers of TD project(s) in following up and updating project outputs, documents, and promotional materials for dissemination through SEAFDEC's websites as assigned by PPMDH.
- Assist SPPMO in coordinating with the Lead Technical Officers of JTF Project in following up on and updating the project outputs, documents, and promotional materials for dissemination through SEAFDEC's websites and social media.
- Produce articles or summary reports on project implementation to promote SEAFDEC through its website or other media outlets;

3. Education

- A university degree (Bachelor's, or Master's, or equivalent) in any of the following field is required: Business Administration, Public Administration/Policy, Political Sciences, International Relations and Communications, Natural Resource Management, Environmental Science, or related fields.

4. Prior Work Experience:

- Minimum of three years of experience as a team member in project development, project management, project monitoring and evaluation, including data collection, analysis, and reporting is desirable.
- Experience supporting teams and senior management executives is desirable.
- Experience at the national or international level in providing management and transactional services is desirable.
- Experience in organizing meetings, events/workshops and teleconferences, including active participation and facilitation.
- Knowledge of SEAFDEC rules and regulations including processes is desirable.
- Proficiency in Microsoft Office Package (Word, Excel, PowerPoint, Outlook)
- Experience, willingness and ability to travel for project-related events, meetings, and workshops
- A technical understanding of fisheries sector is option



5. Language Proficiency/Communication Skills

- Excellent command of English, both spoken and written.
- A valid TOEIC test result will be given special consideration.

"SEAFDEC is an equal opportunity employer, considering all applicants based on qualifications, regardless of race, national origin, religion, gender identity, age, disability, or marital status."

Application Process: Please send your detailed CV, and a completed application form along with certified true copies of the following documents:

- 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, straight face, no hat, and no glasses) 1 photo
- Medical certificate issued by a government hospital or private hospital 1 copy
- Copy of evidence of the release of military obligations (for male applicants) 1 copy
- Other related documents (if any)

Please download the application form from the SEAFDEC website <http://seafdec.or.th>. Applicants are requested to submit all required documents in English **no later than 14 October 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: 02-425-6100 Ext. 131 and 133
E-mail: sutarat@seafdec.org



Ms. Supatra Loonchaiya
Administrative and Human Resources Section Head
16 September 2025