



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

Account Officer (ACO)

Position: Account Officer (ACO)

Department/Office: SEAFDEC Training Department, Phrasamutchedi, Samut Prakan, Thailand

Duty station: Finance Division (FID)

Contract type: Non-Project fixed-term employee for one (1) year.

Salary: 19,800 Baht/month for Bachelor's Degree
+1,500 Baht/month for supporting living cost

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 Out-patient Department (OPD)

Job Description:

1. To verify the accuracy of accounts and ensure that these are properly supported by relevant documents;
2. To process all documents requiring payment and prepare disbursement vouchers;
3. To submit all disbursement vouchers with the supporting document to Accounts and Finance Section Head (AFSH) for review about the projects and assist in preparing documents as required by donors;
4. To input all financial information (expenses) in the database and software;
5. Provide administrative support to the Finance Division, including typing, copying, and other secretarial tasks;
6. To be responsible for filing all financial documents;
7. To assist AFSH in maintaining other financial records; and
8. Perform other duties as assigned by AFSH and Finance Division Head (FIDH).



Qualification:

- Male or Female
- Thai nationality
- Age not more than 35 years old
- Bachelor's degree in Accounting, Financial Management, Business Administration
- Skills and experience in accounting or finance is a plus
- Male must complete military service
- Good health and have a medical certificate
- Fluent in Microsoft Office (Word, Excel, Power Point and other related programs)
- Good communication of English both speaking and writing

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 the following required documents by **30 September 2024:**

- | | |
|-----------------------------------------------------------------------------------------|---------|
| • 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 |
| • Copy of evidence of the release of military obligations | 1 copy |
| • Medical certificate issued by a government hospital or private hospital | |
| • Other related documents (if any) | |

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: supatra@seafdec.org



Ms. Supatra Loonchaiya
Administrative and Human Resources Section Head
3 September 2024