



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 Policy Officer (PLO)

Position:	Policy Officer (PLO)
Location:	SEAFDEC Secretariat, Bangkok, Thailand
Duty station:	Policy and Program Coordination Office
Contract type:	Permanent, full-time (with a probation period of 6 months)
Salary:	From 19,800 Baht per Month (Bachelor's Degree) From 24,320 Baht per Month (Master's Degree) From 28,390 Baht per Month (Doctoral Degree) + 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

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 a **Policy Officer (PLO)** to work under the Policy and Program Coordination Office, and to be stationed at the SEAFDEC Secretariat.

Responsibilities:

- To be responsible for compiling and monitoring all policy documents, as well as policy recommendations approved by the SEAFDEC Council and ASEAN mechanism;
- To be responsible for arrangements of the working documents and reports for the SEAFDEC Annual Meetings, and other technical workshops/meetings organized by the Secretariat;
- To assist Senior Policy Officer (SPLO) in following up on actions undertaken by SEAFDEC in response to recommendations from the SEAFDEC Council and ASEAN fisheries-related meeting; and
- To perform other duties as assigned by the Senior Policy Officer (SPLO) and Policy and Program Coordinator (PPC).



Qualification:

- Thai nationality
- Age between 25–35 years old
- Bachelor's degree or higher in fisheries, natural resources, environmental science, or related fields
- A minimum of one year of working experience in fisheries, or relevant fields
- Experience in supporting and organizing meetings and events is a plus
- Good command of English both written and communication skills
- Proficiency in Microsoft Office

Application Process: Please send your detailed curriculum vitae (CV) and application form together with the documents certified true copy, as follows:

- | | |
|--|---------|
| • 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 |
| • Medical Certificate from a Government or Private Hospital | 1 copy |
| • Copy of evidence of the release of military obligations
(required for male applicants only) | 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 15 September 2024**.

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 address: supatra@seafdec.org

Ms. Supatra Loonchaiya
Administrative and Human Resources Section Head
20 August 2024