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JOB ANNOUNCEMENT

Project Financial Assistant

United States Agency for International Development (USAID) Southeast Asia Fisheries Partnership

Position: Project Financial Assistant for the USAID Southeast Asia Fisheries Partnership

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

Workplace: The Project Coordinating Unit (PCU) Officer, SEAFDEC Training Department

Contract type: Project-based Fixed-term employee

Duration: 5 Years, subject to the availability of funds

Salary: US\$ 900 (per month, all inclusive)

BACKGROUND

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."

SEAFDEC receives a Public International Organization (PIO) grant from the United States Agency for International Development (USAID) to implement USAID Southeast Asia Fisheries Partnership, hereafter called as "Activity," which commenced in 2023 and will be implemented until 2028. This Activity has the overarching goal for "fisheries and aquaculture practices and productions improved and managed sustainably" with three objectives, namely: 1) Fishery policies, programs, and plans supported by SEAFDEC are adopted and implemented by national fisheries agencies; 2) Commercial and small-scale fishers have appropriate financial and human resources, capacity, and good governance to adopt sustainable fishing and aquaculture practices, and 3) Increase operational and technical capacity among national fisheries agencies and fisheries institutions. USAID Southeast Asia Fisheries Partnership is a component of the USAID Sustainable Fish Asia project funded by USAID Regional Development Mission for Asia (USAID/RDMA.)

The Activity will be managed and coordinated by the Project Coordinating Unit (PCU) at the SEAFDEC Training Department (TD) (located in Samut Prakan Province, Thailand) where four staff including the Project Manager (PM) and Monitoring, Evaluation, and Learning (MEL) Specialist, Communication Specialist and Project Administration Assistant will complete the team on a full-time basis, stationed at SEAFDEC/TD and will work closely with other staff from the SEAFDEC Secretariat and TD.



PROJECT FINANCIAL ASSISTANT

The Project Financial Assistant (PFA) is a staff member in the Project Coordinating Unit (PCU) of the USAID Southeast Asia Fisheries Partnership Project team. Her/his role encompasses overall financial oversight of the SEAFDEC activities outlined in the project document.

This position is a full-time position based at the Project Coordinating Unit (PCU), the SEAFDEC/TD. The initial contract is two and a half years extendable up to 2028, which covers the entire project, subject to the availability of funds from USAID.

The appointed person will be answerable to the Project Manager, the Secretary-General, in coordination with other staff of SEAFDEC.

To be considered for this position candidates must meet the following minimum qualifications:

1. Job Knowledge/Skills:

- Strong organizational and communication and project management skills, along with knowledge of best practices to ensure strong support to the PCU team and broader SEAFDEC team.
- Strong financial skills to support financial report drafting, budget management, financial planning, and disbursement requests.
- Excellent communication (written and spoken) in Thai and English.

2. Responsibilities:

Responsibilities include, but are not limited to:

Overarching:

- Provide financial support to the PCU staff and SEAFDEC staff concerned.
- Assist with the implementation and monitoring of the project's financial budget and reporting.

Financial Management and Accounting

- Lead the drafting of the Quarterly and Monthly financial reports as required.
- Ensure timely processing of advances and reimbursements.
- Verify the completeness of disbursements and other financial distributions.
- Maintain comprehensive up to date records of expenditures, advances, reimbursements, and disbursement reporting internally to key personnel, including the Project Manager, SEAFDEC Finance Division Head, the Accounts and Finance Section, General Administrative Division Head, and Administrative Section (as required).
- Lead and assist in budgeting for the USAID component and oversee implementation and maintenance of the budget plan.



- Administrative and logistical support, in coordination with the Project Manager and Project Administration Assistant, when necessary and requested.
- Support the wider SEAFDEC Finance Team when required and requested.

General Support

- Other tasks as assigned by the Secretary-General, and Project Manager.

3. Education:

- Bachelor's degree in any of the following fields is required: business administration, accounting, financial management, public administration, or related fields.
- Excellent communication skills in both Thai and English (IELTS/TOEIC qualification preferred).
- Fully competent in Microsoft Office suite (Word, Excel, PowerPoint), Google Drive (Docs, Sheets, Meet, Forms, Calendar, and so on), and knowledge of spreadsheet is required.

4. Prior Work Experience:

- A minimum of three (3) years of relevant experience in financial management and accounting (preferably in the development sector) is required.
- Experience working in the Southeast Asian region would be an advantage.
- Demonstrated experience working in a multi-dimensional donor-funded programs USAID or others, is preferred.
- Proven track record in financial management/reporting with strong communication skills in both Thai and English, along with organizational skills.
- An understanding of or direct experience in the fisheries sector in Thailand and Southeast Asia is beneficial.

5. Language Proficiency/Other Skills:

- Strong Thai and English language proficiency are required to be able to communicate effectively with USAID/RDMA team, SEAFDEC concerned officers, and external contacts.
- Detail oriented, organized, and able to manage tight deadlines.
- Ability to identify and resolve issues that arise during the operations.

"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."

To Apply: Please visit our website to download the application form at www.seafdec.or.th including salary requirement and submit in English with following documents by **15 July 2024**. Applications will be reviewed on a rolling basis once received.

- A curriculum vitae (CV)



- Cover letter
- Copy of education qualification or transcript
- Copy of identification card
- Copy of house registration
- Photograph of the applicant (1 or 2 inches with straight face, no hat and no glasses)
- Copy of evidence of the release of military obligations
- English test certificate (if available, for special consideration) *e.g.* TOEIC, IELTS

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Ms. Supatra Loonchaiya
Administrative and Human Resources Section Head
24 June 2024

