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JOB ANNOUNCEMENT

Project Administrative Assistant

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

Position: Project Administrative 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 Financial 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 ADMINISTRATION ASSISTANT

The Project Administration Assistant (PAA) is a staff member in the Project Coordinating Unit (PCU) of the USAID Southeast Asia Fisheries Partnership Project team. Her/his role encompasses overall administrative 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 administration skills to support the smooth implementation of project activities including logistical support (travel arrangements, meeting notifications etc.), filing management (hard copies and electronic files), office organization/equipment and maintenance.
- Excellent communication (written and spoken) in Thai with good English skills.

2. Responsibilities:

Responsibilities include, but are not limited to:

Overarching:

- Manage administrative tasks, office systems, and operational needs within the PCU office and across the SEAFDEC Technical Departments.
- Assist in the recruitment, hiring, and onboarding process for new staff members and consultants, if any.
- Provide key support in liaising between PCU staff as well as the Finance Division, and the General Administrative (Human resource, and Procurement) Divisions at the SEAFDEC Training Department and other Technical Departments of SEAFDEC.

Administrative Management

- Manage day-to-day operations, including schedule management.
- Organize and schedule appointments/meetings and other administrative tasks of the PCU key personnel as required.
- Manage PCU's office supplies and inventories, maintaining accurate records.
- Handle incoming correspondence promptly and professionally.



- Maintain PCU's office systems including, filing and maintenance of records (hard copies and electronic) and liaise with suppliers and contractors in coordination with staff in other sections.
- Facilitate (new) staff recruitment process, if any.
- Support processing of work permits for international staff, if any.
- Review and submit Timesheet for the USAID team in accordance with the requirements.

Logistics Management and Support

- Assist the PCU staff in the development of logistics plans for events (*e.g.* workshops, trainings)
- Provide guidance and assistance for the transportation needs of the regional team/partners/guests.
- Lead other logistical tasks, such as equipment procuring and renting equipment, sourcing necessary items, and providing advice on importation procedures.

General Support

- Support the Project Financial Assistant in budgeting and financial reporting requests, overall financial management (when requested).
- Other tasks as assigned by the Secretary-General, and Project Manager.

3. Education:

- Bachelor's degree in any of the following field is required: business administration, public administration/policy, international development, or related fields.
- Excellent communication skills in Thai and with strong English skills (IELTS / TOEIC qualification preferred).
- Fully competent in Microsoft Office suite (Word, Excel, PowerPoint), Google Drive (Docs, Sheets, Meet, Forms, Calendar, and so on), Zoom etc.

4. Prior Work Experience:

- A minimum of three (3) years of relevant work experience in office or project administration (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 *e.g.* USAID or others is preferred.
- Proven track record in administration 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 with sufficient 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