

Job Description: Purpose and Scope

Primary Objective:

The **Programme Officer (Research Associate)--PO-RA** is responsible for providing essential research support, data management, and preliminary analysis to advance the AUN's regional integration and higher education initiatives. The following are objectives of this position.

1. **Project Planning & Implementation:** To support the preparation, planning, and execution of assigned projects and activities in alignment with defined goals, deliverables, and performance indicators.
2. **Data Collection & Analysis Support:** To assist in the systematic collection, cleaning, and preliminary analysis of quantitative and qualitative data for regional projects.
3. **Literature Synthesis:** To conduct thorough literature reviews and environmental scans to identify research gaps and support the development of concept notes and grant proposals.
4. **Grant & Proposal Assistance:** To support the Research Fellow and HC in drafting technical sections of research bids and gathering evidence for budget justifications.
5. **Scholarly Documentation:** To assist in drafting project reports, policy briefs, and initial manuscript drafts for peer-reviewed publication.
6. **Administrative Research Support:** To coordinate with regional partners for data requests and manage research-related schedules and documentation.

Key Responsibilities:

1. Prepare essential data and collaborate on the operational design of assigned research activities under the supervision of the Chief and Research Fellow.
2. Literature Review: Conduct integrative literature reviews and meta-analyses on themes as guided by HC and Research Fellow.
3. Data Management: Manage research databases using tools like SPSS, NVivo, or R, ensuring data integrity and accurate record-keeping.

4. **Drafting Support:** Assist in drafting official correspondence, meeting minutes for research consortiums, and preliminary sections of scholarly manuscripts.
5. **Reporting:** Prepare basic statistical summaries and visual data presentations for progress reports and executive summaries.
6. **Coordination:** Act as a liaison for research teams, coordinating surveys and interviews with AUN member universities.
7. Undertake additional research or administrative tasks as delegated by the Executive Director, Office Manager, or Research Fellow.

Job Qualifications: Experience and Education

Education:

Minimum: Master's Degree in Human Resource Development, Education Policy, International Relations, Economics, or a related field (Social science is more preferable than natural science or health science).

Note: A strong academic record in research-related coursework (Research courses, Thesis, independent study, and so on) is essential.

Work Experience:

1. **English Proficiency:** Fluent in verbal and written academic English, enabling effective drafting of manuscripts and correspondence, as well as collaboration with colleagues and stakeholders from diverse linguistic backgrounds.
2. **Experiences:** Evidence of involvement in at least one research project (e.g., as a research assistant or through a high-quality undergraduate thesis) is preferred.

Other Requirements:

1. Nationality Requirement: Thai Citizenship
2. Ability to travel for data collection or field research if required.

Job Specification: Knowledge and Skills

Operational Execution & Efficiency	<ul style="list-style-type: none">• Time Management• Urgent Task Management• Attention to Details• Result Orientation
Analytical Thinking & Decision Making	<ul style="list-style-type: none">• Systems Thinking• Problem Solving & Decision Making• Data-Driven Decisions
Interpersonal Leadership & Influence	<ul style="list-style-type: none">• Communication & Negotiation• Coordination Skill• Assertiveness & Self-Confidence• Service Mind
Personal Resilience & Professionalism	<ul style="list-style-type: none">• Stress Management & Endurance• Self-Control & Accountability• Proactive Working• Continuous Improvement
Research Technical Excellence & Research Rigor	<ul style="list-style-type: none">• Methodological Rigor• Analytical Thinking• Software Proficiency• Academic Writing

Additional Desirable Characteristics

- Ability to travel abroad
- Ability to meet deadlines and work under pressure
- Ability to effectively work in many environments, including remote and on-site (at the office or when hosting international activities)
- Proficiency in a 3rd language (Chinese, Japanese, Bahasa, etc.) is an advantage

Contact Hours:

Monday-Friday , 09.00 – 17.00 (GMT+7): the AUN Secretariat is a result-oriented organization.

Remuneration:

33,067 – 52,933 THB per month (depending on experience and qualifications)

Contract:

One-year contract with the potential for extension

Benefit

- Provident Fund
- Health Insurance
- Travel Insurance
- National Saving Funds.

How to Apply

Fill up the application in this link

In the application form, you will need to upload the following documents:

- Current Resume
- Cover Letter
- Profile Photo
- Proof of completing your highest education degree
- Proof of additional qualifications/certificates (optional)
- English language proficiency test results (optional)

Recruitment Process

Applications will be reviewed on a rolling basis until the position is filled.

- **Written Examination:** Shortlisted applicants will be invited to complete a written examination designed to reflect actual working contexts and real-world scenarios at the AUN Secretariat.
- **Interview:** Candidates who successfully pass the written examination will be contacted at a later date to schedule a formal interview.
- **Alternative Placement:** Should a candidate's performance in the assessment demonstrate a strong fit for a role other than the one applied for, the Secretariat may initiate a discussion regarding alternative placement opportunities within the organization.
- **Results:** Successful candidates will be notified within 24 hours following the completion of the interview stage.