

## Job Description: Purpose and Scope

### Primary Objective:

Job summary: [Programme Officer (Research Fellow), PO-RF]

PO-R focuses on regional integration and higher education harmony, and bridging the gap between academic rigor (publishing in journals) and entrepreneurial research (securing the money to make the research happen). PO-R is responsible for the following objective.

- 1. Research Leadership & Funding Strategy:** Grant acquisition by actively identifying and tracking international and regional funding opportunities (e.g., EU-ASEAN, ASEAN Secretariat, World Bank, and private foundations). Proposal development by conceptualizing and drafting of technical research proposals to secure grants. This includes designing research methodologies, forming research team when needed, and managing budget justifications. Managing funding bodies' expectations by reporting on specific metrics, and building the long-term trust needed to secure future grants.
- 2. Research Execution & Management:** Serve as the lead researcher for funded projects, ensuring all milestones are met on time and within budget. Conduct rigorous research on related themes such as regional credit transfer, quality assurance, sustainable development, and the future of work in ASEAN.
- 3. Publication & Dissemination:** Produce scholarly output, high-quality manuscripts for publication in peer-reviewed journals (e.g., targeting Scopus/WoS indexed journals in Education Policy or Regional Studies). Prepare comprehensive technical and financial reports for funding agencies, ensuring strict compliance with donor requirements. Develop policy briefs and executive summaries to translate complex research findings into actionable recommendations for stakeholders such as ASEAN education ministers and university leaders.
- 4. Bridge the Gap:** Translate complex academic data and research findings into practical policy suggestions that improve higher education across Southeast Asia, by producing clear, evidence-based reports that help university leaders and policymakers make better decisions for the region.
- 5. Research Mentorship:** Explain, guide, and steering junior researchers through the complexities of the research lifecycle, ensuring the evolution of abstract ideas into empirically sound final products.

## **Key Responsibilities:**

1. Prepare essential data and collaborate on the strategic planning and operational design of assigned activities and projects under the supervision of the Chief.
2. Develop and execute operational plans for assigned activities and projects, ensuring they are managed and monitored to achieve specified objectives, targets, outputs, and outcomes
3. Grant Strategy: Lead the identification and acquisition of international research funding through competitive technical proposals and consortium building.
4. Project Leadership: Manage the end-to-end execution of funded projects to ensure milestones and research on regional themes are delivered on time and within budget.
5. Evaluate project activities and prepare comprehensive reports, including strategic recommendations for executive management.
6. Scholarly Excellence: Author high-quality manuscripts for peer-reviewed journals and produce comprehensive technical reports that satisfy donor compliance.
7. Research Mentorship: Direct the professional development of junior researchers by coaching them through the lifecycle of turning abstract ideas into rigorous scholarly products.
8. Policy Advocacy: Translate complex research data into actionable policy briefs and evidence-based recommendations for ASEAN ministers and university leaders. Present the ED and U1 for consideration.
9. Undertake additional responsibilities as delegated by the Executive Director and the Head of Office.

## **Job Qualifications: Experience and Education**

### **Education:**

**Minimum:** Ph.D. or doctorate 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: Ph.D. or doctoral candidate who is in the final process of degree approval (graduating within 6 months) may be considered.*

### **Work Experience:**

1. Showing the evidence-based record of

- research publication in academic journals
- experiences in research project execution
- forward thinking
- funding track record in successfully applying for and winning research grants is advantageous (please provide evidence of previous grant values or funding bodies)
- persuasive communication to influence stakeholders and sell research ideas and results to potential funders and significant stakeholders

2. English Proficiency: Fluent in both verbal and written academic English, enabling effective communication and collaboration with colleagues and stakeholders from diverse linguistic backgrounds.

3. Proficiency in a 3rd language (Chinese, Japanese, Bahasa, etc.) is an advantage.

### **Other Requirements:**

1. Nationality Requirement: Thai Citizenship

2. Ability to travel for data collection or field research if required.

## Job Specification: Knowledge and Skills

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

### 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:

39,680 – 63,519 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.