



Organization: Center for Ocean Plastic Studies,
Research Institute for Applied Mechanics, Kyushu
University

I. Background:

Chulalongkorn University and Kyushu University are the main implementing agencies for the "Project for the Formation of a Center of Excellence for Marine Plastic Pollution Studies in the Southeast Asia Seas". The project has been implemented under the "Science and Technology Research Partnership for Sustainable Development (SATREPS)", which is jointly funded by the Japan International Cooperation Agency (JICA) and the Japan Science and Technology Agency (JST).

The project aims to develop new technologies and their applications for tackling global issues and also aims at the capacity development of researchers and research institutes in both recipient countries and Japan. In particular, this project's purpose is to establish a sustainable framework for monitoring and management of marine plastics in the southeast Asian seas through the establishment of an academic center of excellence (COE) in Thailand. The project started in October 2021 and will continue until October 2025.

II. Main Duties and Responsibilities:

Under the overall direction of the project's Principal Investigator, the technical assistant will engage in laboratory activities, and laboratory management arrangements such as:

1. Analysis for plastic pollution research of environmental samples (sediment, water, biota) including plastic polymer characterization (FTIR)
2. Laboratory set up and maintenance of research instruments
3. Communication with suppliers and personnel involved (Interpretation and Translation) from English to Thai and vice versa.

4. Document preparation (quotations, reports, data input, letters, etc.).
5. Assistance in accounting and procurement (market research, communication with providers, preparation of purchase/service orders, on-site inspection, etc.).
6. Logistic arrangement for business trips, meetings, seminars, and other events.
7. Communication and coordination with Thai Government officials, Thai and Japanese University researchers, International Organizations, Private Sector, Civil Society, and others.
8. Other administrative/secretarial work as required.

III. Requirements (Qualifications and Experience):

1. Bachelor's degree or above.
2. Native language in Thai and excellent speaking, reading, and writing ability in English. Knowledge of Japanese language will be an advantage.
3. Laboratory skills, especially the knowledge of experiments using chemicals
4. Experience using FTIR for plastic polymer identification will be an advantage
5. Computer literacy (Microsoft Word, Excel, PowerPoint, internet, email, Cloud storage service (i.e. Google Drive), etc.).
6. Working experience in similar positions as a technician will be an advantage.
7. Experiences with correspondence with Thai government organizations /universities will be of an advantage.
8. Perform any other assignments as required by the superior.

IV. Competencies:

1. Willingness to learn new things.
2. Excellent interpersonal skills.
3. Team working oriented with service-minded and proactive working behavior.

V. Working Information:

1. Place of duty: mainly works in Chulalongkorn University campus with occasional travels to the project site in Samae San Area, Chon Buri Province, Kyushu University (Fukuoka prefecture, Japan) and where requested by the Project.
2. Normal working hours: 9:00 to 16:00 (lunch break from 12:00 to 13:00) 3 days a week, except for Public Holidays.

3. The starting gross salary shall be calculated based on the academic and working experience in accordance with internal regulations of Kyushu University. Please note that temporary employees are paid once a month based on an hourly basis. For example, 250 THB/hour × 6 hours × 12 days, around 18,000 THB per month. The salary depends on the current exchange rate between the Thai baht and the Japanese yen.

*There is no bonus payment and do not receive benefits.

4. The employee can get a commuting allowance, overtime allowance, and travel allowance for official trips.

VI. Submission of Applications:

1. Interested candidates shall contact riam.cops@gmail.com. The person in charge will inform you how to submit the required documents mentioned through the university file transfer system.
2. Only shortlisted candidates will receive an invitation for an interview. All applications are treated with strict confidentiality.
3. Document submission deadline: until the vacancy is filled

PLEASE COMPLETE ALL AREAS OF THE APPLICATION. INCOMPLETE APPLICATIONS MAY NOT BE GIVEN CONSIDERATION IN THE REVIEW PROCESS.

VII. Required documents:

Updated curriculum vitae. Include the following information.

1. Personal data such as full name, date of birth (age), present address, mobile phone number, and email address.
2. Language (s) and Skill (s): language, computer skill and other qualifications.
3. Educational background: school, university name, degree, major.
4. Working experience: company / organization name, period, position, role / responsibility.
5. A short cover letter
6. Two referees (name, affiliation and telephone number)

Note: Please attach copies of certificates of degrees, language and other skills as evidence.

VIII. Time Frame

Qualified applicants will be contacted by the personnel directly if selected for an interview.

1. Interview: end of February onwards
2. Starting date: April 2023 (negotiable but as soon as possible)
3. Contract Period: 1 year with the possibility of renewing contract every year (until the project ends)