

## VACANCY NOTICE

# Project Administrator

<b>Vacancy number:</b>	FES Asia Pacific Office / VN03-24
<b>Deadline for applicant:</b>	<b><u>August 8, 2024</u></b>
<b>Expected Start Contract Date:</b>	August, 2024
<b>Office Location:</b>	Bangkok, Thailand
<b>Contract Duration:</b>	Temporary

Are you interested in facilitating international dialogues and supporting project management? Are you passionate about international affairs, geopolitics, and development? Do you enjoy working with people from different backgrounds? Are you value-driven, socially minded, and communicative? Then you could fit in well with us!

### Who we are:

The Friedrich-Ebert-Stiftung (FES) is an independent, private, and non-profit organization headquartered in Germany. At the heart of our work is a worldwide network of offices with which FES facilitates dialogue in over 100 countries. Jointly with our regional partners, the **FES Office for Regional Cooperation in Asia (ORCA)** in Bangkok, Thailand, leads our regional activities in international affairs, tomorrow's global order and economy, and communications: <https://asia.fes.de/>.

### Your role and tasks:

Under the overall guidance of the FES ORCA Managing Director and the direct supervision of the Programme Manager for the Geopolitics and World Order, the Project Administrator contributes to the organization of activities throughout the Asia-Pacific region. This will include supporting the Programme Manager in the planning, execution, accounting, and reporting of their international dialogue programs. The main tasks are **assisting with the administration and logistics**, such as

- communicating with senior international participants to organize their travel itineraries, e.g. book flights and hotel rooms, assist with visa applications,
- execute procurement and tenders, file financial reports
- organize events, book venues, coordinate with service providers

and coordinating the FES Asia network of scholars, experts, and policy practitioners in close consultation with the FES country offices.

### **What we expect:**

- BA degree, preferably in political and social sciences, international relations, economics or related fields;
- Proven organizational skills with the ability to multi-task (one year of work experience in event management would be an advantage);
- Good command of written and spoken Thai and English;
- Strong interpersonal, intercultural skills and communication abilities;
- Interest in current political affairs shaping the future in the Asia-Pacific region;
- Interest and creativity for setting up digital and offline events and formats;
- Ability to work independently as well as in a team.

### **What we offer:**

- Exciting and meaningful occupation with international outreach
- Workplace at the FES Office in Bangkok, Thailand
- Full-time employment (40 hrs/week)
- Competitive fixed salary, 13th-month salary, health and life/accident insurance, provident and social security fund contributions;
- Collegial working atmosphere in a dedicated and innovative international team;
- Applicants must be Thai citizens or have a work permit in Thailand.

### **Are you interested?**

Please send your cover letter, CV, and relevant supporting documents to [\*\*info.orca@fes.de\*\*](mailto:info.orca@fes.de) by **August 8, 2024**.

When you submit your documents, please indicate **the vacancy number and position title** you are applying for in the email subject.