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**Marine Fisheries Research
Department (MFRD)**

Singapore Food Agency
52, Jurong Gateway Road,
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www.seafdec.org/mfrd

**Aquaculture Department
(AQD)**

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**Marine Fishery Resources
Development and Management
Department (MFRDMD)**

Fisheries Garden, Chendering,
21080 Kuala Terengganu, Malaysia
Tel: +609 617 5940
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www.seafdec.org.my

**Inland Fishery Resources Development
and Management Department (IFRDMD)**

Jl. Gub. HA. Bastari No.08 Rt.29 RW.07
Kel. Silaberanti Kec. Seberang Ulu I, Jakabaring,
Palembang 30252, South Sumatra, Indonesia
Tel: +62 711 564 9600
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JOB ANNOUNCEMENT Administrative Officer (AO)

Position: Administrative Officer (AO)

Department/office: SEAFDEC Training Department, Phrasamutchedi, Samut Prakan, Thailand

Duty station: Research and Development Division (RDD)

Contract type: Non-Project Fixed-term employee for one (1) year.

Salary: 19,800 Baht/month for Bachelor's Degree
+1,500 Baht/month for supporting living cost

Welfare Benefit:

- 1.1 Group Life Insurance covers group health and emergency accident insurance; total and permanent disability insurance; and group accident insurance.
- 1.2 Outpatient Department (OPD)

Job Description:

To provide administrative service and secretarial support to the RDD, her/his responsibilities include filing administrative notices, memorandums, and other documents, as well as coordinating with staff to maintain general equipment and stationeries. She/he involves preparing routine correspondences and communications, supporting the organization of meetings, trainings, workshops, and seminars, and managing travel arrangements and logistical needs for participants. Additionally, she/he handles procurement of the RDD, ensuring timely logistical arrangements and facilities, and performing other duties as assigned by supervisors.

Qualification:

- Thai nationality.
- Age not more than 35 years old.
- Bachelor's degree in Business Administration, Secretary, or other related fields.
- Preferred experience working as a secretary or administrative officer.
- Skills/experience in organizing meetings, events, or workshops is advantageous.
- Ability to travel when projects organize events/ meetings/ workshops.
- Proficient in English communication, both spoken and written
- Proficient in computer skills and Microsoft Office programs.
- Healthy with physical fitness.



To Apply: Please visit our website to download the application form at www.seafdec.or.th. The application form and curriculum vitae (CV) should be submitted in English with following required documents by **16 August 2024**:

- Copy of education qualification or transcript 1 copy
- Copy of identification card 1 copy
- Copy of house registration 1 copy
- Photograph of the applicant (1 or 2 inches with straight face, no hat and no glasses) 1 photo
- Copy of evidence of the release of military obligations 1 copy
- Other related documents (if any)

To: Administrative and Human Resources Section,
General Administration Division, Training Department
Southeast Asian Fisheries Development Center
Suksawasdi Road, Leam Fha Pha,
Phrasamutchedi, Samut Prakan 10290
Tel: 02-425-6100 Ext. 131 and 133
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Ms. Supatra Loonchaiya
Administrative and Human Resources Section Head
26 June 2024