



SEAFDEC Secretariat

P.O. Box 1046,
Kasetsart Post Office,
Chatuchak, Bangkok
10903, Thailand
Tel: +66 2940 6326
Fax: +66 2940 6336
www.seafdec.org

**Marine Fisheries Research
Department (MFRD)**

Singapore Food Agency
52, Jurong Gateway Road,
#14-01, Singapore 608550
Tel: +65 9046 4787
Fax: +65 6334 1831
www.seafdec.org/mfrd

**Aquaculture Department
(AQD)**

Tigbauan, 5021 Iloilo,
Philippines
Tel: +63 33 330 7000
+63 33 511 9170
Fax: +63 33 330 7002
www.seafdec.org.ph

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

Fisheries Garden, Chendering,
21080 Kuala Terengganu, Malaysia
Tel: +609 617 5940
Fax: +609 617 5136
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
Fax: +62 711 564 9601
www.seafdec.id

JOB REQUIREMENT

Project Planning and Management Officer

Position: Project Planning and Management Officer (PPMO)

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

Duty station: Project Planning and Management Division (PPMD)

Contract type: Permanent employment

Salary: 19,800 Baht per Month (Bachelor's Degree)
24,320 Baht per Month (Master's Degree)

Background

The Southeast Asian Fisheries Development Center (SEAFDEC) is an autonomous inter-governmental body established in 1967. SEAFDEC comprises 11 Member Countries: Brunei Darussalam, Cambodia, Indonesia, Japan, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Viet Nam. The mission of SEAFDEC is "To promote and facilitate concerted actions among the Member Countries to ensure the sustainability of fisheries and aquaculture in Southeast Asia".

The Center operates through the SEAFDEC Secretariat located in Bangkok, Thailand, and has five Technical Departments, namely: the Training Department (TD); the Marine Fisheries Research Department (MFRD); the Aquaculture Department (AQD); the Marine Fishery Resources Development and Management Department (MFRDMD); and the Inland Fishery Resources Development and Management Department (IFRDMD).

Training Department of the Southeast Asian Fisheries Development Center (SEAFDEC/TD) was created by the SEAFDEC Council during its Inaugural Meeting in 1968 in Bangkok, Thailand, and was formally established in 1970 with the objectives of developing modern fishery technologies for the sustainable use of marine fish resources and to reduce manpower shortages in marine capture fisheries in Southeast Asia. SEAFDEC/TD is located in Samut Prakan province, Thailand. The Government of Thailand, according to the Agreement Establishing SEAFDEC, provides SEAFDEC/TD with office buildings and a dormitory to accommodate staff and trainees as well as other equipment and contributes toward the Department's operation. Among the lists of donor governments, the Government of Japan is the most generous contributor towards the operation of the Department. SEAFDEC/TD has been focusing its efforts on the development of modern fishery techniques to aid regional fisheries in a more sustainable approach through the promotion of responsible fishing technologies and practices, exploration of resources, and advancing the coastal fisheries management approach. Under the new Strategic Plan which was endorsed in 2006, the structure and activities of TD have been adjusted to emphasize the promotion of coastal fisheries management to ensure responsible resource utilization and sustainable livelihoods in coastal



communities, and the promotion of off-shore fisheries through the development of best fishing practices and energy optimization technology to ensure stable supply of food fish and reduce fishing pressure in coastal areas.

The Project Planning and Management Division of SEAFDEC/TD was established in 2021 to support the management, monitoring, and evaluation of all SEAFDEC Training Department's project implementation. To ensure the smooth operation, management, and coordination of these programs and projects, TD has temporarily modified its organizational structure with the establishment of a new interim "Project Planning and Management Division (PPMD)" that would be responsible for the coordination of the entire projects under the responsibility of TD since 2021. The SEAFDEC Council Members adopted the modification of the organizational structure of TD at the 54th Council Meeting in 2022, followed by the approval of the Administrative Order No. 3/2022-on 25 July 2022.

To periodically report the updated project activities and budget utilization, implemented by TD to the Training Department Chief (TDC) and the Deputy Training Department Chief (DTDC) or upon a request, PPMD coordinates with the Project Director/Manager, and Lead Technical Officer to develop, improve, and adapt the project rationales, objectives, outcomes, and activities consistent with the strategic plan of SEAFDEC, regional policy recommendations, and regional interest. In addition, PPMD coordinates with the SEAFDEC Secretariat in seeking financial and technical support from potential donor governments and agencies for programs and activities of regional interests. PPMD shall be responsible for the monitoring, evaluation, and reporting of all programs and projects under the Training Department. The PPMD shall also facilitate and support the development, improvement, and adaptation of the program and project rationales, objectives, activities, outputs, and outcomes in consistent with the SEAFDEC Strategic Plan, relevant regional policy recommendations, and regional interests.

Project Planning and Management Officer

The Project Planning and Management Officer (PPMO) is classified as the Group-2.2 Officer (Technical), of the TD's Organizational Chart which would be a full-time position based at the PPMD office, SEAFDEC/TD, Samutprakarn Thailand. The job description of PPMO is as follows.

1. To assist the Senior Project Planning and Management Office (SPPMO) and the Project Planning and Management Division Head (PPMDH) in the coordination and management of projects under the SEAFDEC Training Department including monitoring, evaluation, and reporting mechanisms to enhance the efficiency of project implementation;
2. To assist SPPMO and PPMDH in coordinating with relevant Project Officers of the SEAFDEC Training Department, Secretariat, and external agencies on the project development consistent with the Plan of Operation and Program of Work, strategic plan of SEAFDEC, relevant regional policy recommendations, and regional interests;
3. To support TD technical staff in the preparation or production of promotional materials with a view to enhance SEAFDEC visibility;
4. To perform other duties as assigned by respective supervisors.

PPMO will receive an initial salary is 19,800 Baht per Month (Bachelor's degree). To be considered for this position, the candidates must meet the following minimum qualifications:



1. Job Knowledge/Skills:

- Understanding of project planning and development, project monitoring, and evaluation process.
- Good organizational and communication skills and ability to work in a multicultural context as a flexible and respectful team player.
- Working knowledge of data management and communication applications including using MS Office, Google Drive, and relevant software/programs necessary for data analysis and visualization.
- Working knowledge of regional organizations is a strong plus.
- Ability to integrate gender and social inclusion contexts into monitoring and evaluation plans and activities is a strong plus.
- Technical understanding of the fisheries sector is a strong plus.

2. Responsibilities:

- Support the project planning and monitoring process including meeting arrangement, reporting of the project implementation, and following up the quarterly progress reports in line with organization templates under the guidance of the SPPMO and the PPMDH
- Coordinate with the Project Director/Manager and lead Technical Officer of TD project(s) in following up and updating the project outputs, documents, and promotional materials for dissemination through SEAFDEC's websites and social media under assignment from PPMDH to coordinate.
- Assist the SPPMO in coordinating with the Lead Technical Officer of the Japanese Trust Fund (JTF) Project in following up and updating the project outputs, documents, and promotional materials for dissemination through SEAFDEC's websites and social media.
- Produce an article or summary of project implementation to promote the organization through the SEAFDEC website or other media;

3. Education

- Bachelor's degree is a minimum requirement in any of the following fields: Business Administration, Public Administration/Policy, Political Sciences, International Relations and Communications, natural resource management, environmental science, or related fields.

4. Prior Work Experience:

- A minimum of three (3) years experience as a team member of the project development, project management, project monitoring, and evaluation, including data collection, analysis, and reporting is desired.
- Experience supporting the work of teams and senior management executives is desired.
- Experience at the national or international level in providing management and transactional services is desired.
- Experience organizing meetings and events/workshops and teleconferences including participation and facilitation.
- Knowledge of SEAFDEC rules and regulations including processes is desired.
- Proficiency in Microsoft Office Package (Word, Excel, PowerPoint, Outlook).
- Experience/willingness/to travel when projects organize events/meetings/workshops.
- A technical understanding of the fisheries sector is an option.



5. Language Proficiency/Communication Skills

- Excellent verbal and written English language skills.

6. Military services

- For a male applicant, the applicant must be entirely free from military obligations/services. Evidence required.

"SEAFDEC is an equal opportunity employer, considering all applicants based on qualifications, regardless of race, national origin, religion, gender identity, age, disability, or marital status".

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 the following required documents by **31 May 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
- Medical certificate officially issued by a government hospital or a certified private hospital 1 copy
- Other related documents (if any), e.g. Professional certificate

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
E-mail: arpaporn@seafdec.org



Ms. Supatra Loonchaiya
Administrative and Human Resources Section Head
8 May 2024