

<ASEAN University Network / Southeast Asia Engineering Education Development Network>

www.seed-net.org

Our Project

AUN/SEED-Net Project (Since 2003 mainly supported by Japan International Cooperation Agency) is aimed at promoting human resources development in engineering in ASEAN. The Network consists of 26 leading universities from 10 ASEAN countries with the support of 14 leading Japanese universities.

Recruiting Short-Term Temporary Staff upon daily calculated wage basis

The Project is looking for temporary staff (at least for a few months or preferable more) to help us run various activities such as:

- Provision for research programs and scholarship programs within the region,
- Primary check of financial reports from member universities,
- Support for academic meetings, seminars and workshops etc.

Working Conditions

Working period: At least 2-3 months (extension possible and welcome, upon mutual consent)

Wage: 840 Bahts per day (only paid for actual working days, not for holidays/weekends)

Working hours: 8:30 - 16:30 (with 1 hour lunch break)

Working days: From Monday to Friday, with several unpaid holidays regulated by the office

Working place: In Bangkok (office located at Chulalongkorn University)

Joining date: 6th March 2017

Qualifications

1. Thai nationality. Foreigners only with proper and legal working permission submitted.
2. Bachelor's degree in any field
3. Good command of written and spoken English
4. Proficiency and Accuracy in figures
5. Skill to use computer software (MS Excel, Word, Powerpoint and Outlook)
6. Appropriate skill and knowledge to deal with routine paper work including financial document
7. No working experience required

Application

Please send your CVs and English language certificates with your cover letter, to hrteam@aun-seed.net by 28th February 2017. (The information about our project is available at www.seed-net.org)

HR Team

JICA Project office for AUN/SEED-Net

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