

**Job Title:** Administrative and Technical Assistant for CPG's Peace and Security Academy

**Location:** Onsite

**Employment type:** Contract, fee basis

**Closing date for applications:** Applications are accepted on a rolling basis until a qualified candidate has been accepted.

### **Position Summary**

The German-Southeast Asian Center of Excellence for Public Policy and Good Governance ('CPG') is seeking applications from qualified candidates for a fixed-term position – Administrative and Technical Assistant – to play a vital role in delivering its upcoming Human Rights Academy (online) this March.

The Administrative and Technical Assistant (ATA) will be providing both administrative and technical support to ensure the smooth day-to-day running of the event. To this end, the ATA will serve as a member of the event team and contribute to a wide variety of functional areas including decisions around registration and attendee tracking, and event logistics.

Accepted candidates will have to comply with completion dates spanning the period from mid-February until the end of March 2023.

### **In This Role You Will**

- Support the technical implementation of the event using Google Drive and the Zoom meetings software program,
- Create and disseminate speaker prep kits to include all important event details,
- Handle queries and troubleshoot,
- Liaise with both participants and speakers throughout the entire event lifecycle,
- Create surveys before and after the event for both speakers and participants,
- Prepare daily reports on attendance and behavior of participants,
- Disseminate two academy prospectus and request the relevant materials from all speakers and participants, and
- Generate a report of the academy to check the total number of participants, activities, and feedback, among others.

### **Experience, Skills and Qualifications**

#### Essential

- Fluent in written and spoken English,
- Ability to manage competing priorities and meet tight deadlines,
- Strong organizational skills,
- Enjoys working as part of a team, and
- Accuracy and attention to detail.

#### Desirable

- Previous experience of event production, and
- A background or proven interest in law studies, or a general understanding of the subject matter.

### **Remuneration**

The expected honorarium for this position is THB 20,000.00 (gross).

### **How to apply?**

Interested and suitably qualified candidates are invited to apply by sending a cover letter (max. 1 page), a portrait image, and their resume indicating their relevant qualifications, skills and experience to [careers@cpg-online.de](mailto:careers@cpg-online.de).

Due to the volume of applications, we are only able to contact successful applicants. Therefore, if you have not heard from us within 10 working days, please deem your application as unsuccessful on this occasion.

### **Behind the Human Rights Academy (online)**

The CPG's Peace and Security Academy is one of three academies organized by the German-Southeast Asian Center of Excellence for Public Policy and Good Governance ('CPG') this year.

CPG is an academic institute and think tank attached to the Faculty of Law of Thammasat University in Bangkok. Built upon a cooperation between the German universities of Frankfurt and Münster, and the Thammasat University in Thailand, it is one of only five Centers of Excellence worldwide established since 2009 under the Excellence Initiative of the German Federal Government.

CPG is funded by the German Federal Foreign Office and receives administrative support from the German Academic Exchange Service (DAAD).