

Job Title: Rapporteur for Asia-Pacific Mediation Summit

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 – Rapporteur – to play a vital role in delivering its upcoming Asia-Pacific Mediation Summit on April 19-20, 2023.

The Rapporteur is tasked with providing a daily record in MS Word files of the proceedings and outcomes of each session of the Academy. Furthermore, the Rapporteur is required to deliver a final report after closure of the event in an agreed format/outline and in accordance with a specified timeline.

Accepted candidates will have to comply with completion dates spanning the period from April 19-23, 2023, and are expected to attend all conference days onsite.

In This Role You Will

- Study preparatory material including all material provided by participants of the event,
- Attend all session of the event,
- Document the proceedings and discussions as per agreement with the event team,
- Under the guidance of the event team, prepare daily reports on the proceedings, and
- Prepare a final report on the event.

Experience, Skills and Qualifications

Essential

- Excellent written and oral communication skills in English, and
- Accuracy and attention to detail.

Desirable

- 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 12,500.00 (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.

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 Asia-Pacific Mediation Summit

The Asia-Pacific Mediation Summit is organized by the German-Southeast Asian Center of Excellence for Public Policy and Good Governance ('CPG'). 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).