

Job Title: Administrative and Technical Assistant

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 provide support for its upcoming Human Rights Academy (online) this June.

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 the event with a wide variety of tasks.

Accepted candidates will be working from June 21 to July 2, 2023.

In This Role You Will

- Support and ensure the smooth running of the academy sessions conducted via Zoom tele-conferencing
- Create and manage menti-meter activities
- Handle advance session announcements to participants and speakers
- Liaise with both participants and speakers throughout the sessions
- Creating session screenshots for promotion purpose
- Create daily reports on attendance and behavior of participants
- Generate a wrap statistical report of the academy to check the total number of participants, missed sessions, eligibility for certificate
- Create an academy evaluation document with data and graphs on the basis a post-event survey

Experience, Skills and Qualifications

- 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.

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.

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

The Academy of Human Rights is one of three academies organized by the German-Southeast Asian Center of Excellence for Public Policy and Good Governance ('CPG') on an annual basis.

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).