

**Job Title:** Assistant Coordinator

**Location:** Onsite/remote

**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 – Assistant Coordinator (AC) – to play a vital role in delivering its upcoming Human Rights Academy (online) to be held from *June 21-30, 2023*.

Under the guidance of the event coordinator (EC), the AC will provide support in administration and communication to ensure the smooth preparation of the event. To this end, the AC will serve as a member of the event team and contribute to a wide variety of functional areas.

*Accepted candidates will support the team from May to mid-June. They can choose whether to work onsite in our offices at Thammasat University in Bangkok or remotely.*

### **In the role of AC you will**

- Communicate with the speakers of the event to collect their CVs, portrait picture, a short description of their presentations and teaching material
- Support the (EC) in producing joining notes of the academy that includes the event's concept note and timetable as well as information about the speakers and participants
- Disseminate the joining notes to speakers, participants and other partners and stakeholders
- Support the event team with ad hoc assignments

### **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 15,000.00 (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 Human Rights Academy (online) 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).