



SOUTHEAST ASIAN FISHERIES DEVELOPMENT CENTER

SEAFDEC Secretariat

P.O. Box 1046, Kasetsart Post Office, Chatuchak, Bangkok 10903, Thailand; Tel: +66 2940 6326; Fax: +66 2940 6336; www.seafdec.org

Training Department (TD) P.O. Box 97 Phrasamutchedi, Samut Prakan 10290, Thailand Tel: +66 2425 6100 Fax: +66 2425 6110 +66 2425 6111 www.seafdec.or.th	Marine Fisheries Research Department (MFRD) 2 Perahu Road, Off Lim Chu Kang Road, Singapore 718915 Tel: +65 6790 7973 Fax: +65 6861 3196 www.seafdec.org/mfrd	Aquaculture Department (AQD) Tigbauan, 5021 Iloilo, Philippines Tel: +63 33 511 9171 +63 33 300 7000 Fax: +63 33 300 7002 www.seafdec.org.ph	Marine Fishery Resources Development and Management Department (MFRDMD) Fisheries Garden, Chendering, 21080 Kuala Terengganu, Malaysia Tel: +609 617 5940 Fax: +609 617 5136, 617 4042 www.seafdec.org.my	Inland Fishery Resources Development and Management Department (IFRDMD) Jl. Gub. HA. Bastari No.08 RT.29 RW.27 Kel. Silaberanti Kec. Seberang Ulu I, Jakabaring, Palembang 30252, Sumatera Selatan, Indonesia Tel: +62 711 564 9600 Fax: +62 711 564 9601 www.seafdec.or.id
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JOB REQUIREMENT Program Officer (PRO)

The Southeast Asian Fisheries Development Center (SEAFDEC) is seeking a Program Officer (PRO) to assist the Program and Policy Coordinator Office of the SEAFDEC Secretariat. SEAFDEC is an autonomous intergovernmental body established in 1967. The mission of SEAFDEC considered and adopted by the Special Meeting of the SEAFDEC Council in 2017 is “*To promote and facilitate concerted actions among the Member Countries to ensure the sustainable of fisheries and aquaculture in Southeast Asia*”.

The PRO's post is attached to the Office of Policy and Program Coordinator (PPC Office) of the SEAFDEC Secretariat office located in Bangkok, Thailand. The mandate of the PPC Office is to coordinate and oversee the general policy and programs of SEAFDEC, and to organize regular SEAFDEC meetings to obtain directives and guidance from its Member Countries on the operation of the organization as well as regional technical consultations and meetings on the issues as recommended by the Member Countries. In this connection, the PRO will work in coordination with five technical departments of SEAFDEC, namely: Training Department; Marine Fisheries Research Development; Aquaculture Department; Marine Fishery Resources Development and Management Department; and Inland Fisheries Resources Development and Management Department.

Description of Duties:

- 1) Assist in organizing SEAFDEC annual meetings, workshops/trainings, particularly on the preparation, implementation and follow up works of such events;
- 2) Assist PPC Office in managing projects/programs and other initiatives of SEAFDEC as needed;
- 3) Collaborate with the SEAFDEC Technical Department in response to the implementation of projects/programs as needed; and
- 4) Participate to meetings/events of SEAFDEC and others as needed.

Qualification

Required:

- Thai Nationality;
- Male and female, with university degree in fisheries/environmental science or related fields;
- Good report writing and fluent English;
- Excellent communication skills (written, verbal and electronic);
- Demonstrate ability to communicate with SEAFDEC Departments and Member Countries; and
- Ability to work long hours during the annual regular meeting of SEAFDEC.



Preferred:

- Experience and knowledge of project and program development and management
- Experience researching, analyzing, and debriefing complex issues

Salary

Starting salary is commensurate with experience, minimum of 18,000 Baht depending on qualification and experiences, plus other privilege and other benefits based on SEAFDEC regulations for fixed-term staff.

Duration

One-year contract, with possibility of extension.

Application Process

Please send a cover letter and resume detailing qualifications for this position. For further information and instruction on applying, visit <http://seafdec.org>, the applications are requested to submit all required documents before **30 September 2018** in English to:

SEAFDEC/Secretariat

P.O. Box 1046, Kasetsart Post Office,
Ladyao, Chatuchak, Bangkok 10903, Thailand
Tel: 02-9406326
Fax: 0-29406336
or submitting the application to worawit@seafdec.org

1 August 2018