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**Inland Fishery Resources Development
and Management Department (IFRDMD)**
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JOB REQUIREMENT

Program Officer

The Southeast Asian Fisheries Development Center (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”*. SEAFDEC is seeking a Program Officer to assist the Program and Policy Coordinator Office of the SEAFDEC Secretariat.

This position is attached to the Office of Policy and Program Coordinator (PPC Office) of the SEAFDEC Secretariat office located in Bangkok, Thailand. She/he will work under the direction of the Policy and Program Coordinator and will work closely with the team members. 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, she/he 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.

Qualification

- Bachelor’s degree or higher in the field related to fisheries/national resources management/environment management;
- Working experience/knowledge of project/program coordination would be an advantage;
- At least 5 or more years of working experience and knowledge in International Fisheries Affairs, which at the multilateral level would be an advantage;
- Good in English skills (speaking, report writing, and communication skills);
- Work independently with limited supervision, and accomplish multiple tasks within the deadline;
- Experience in working with government agencies is preferable; and
- Experience researching, analyzing, and debriefing complex issues would be an advantage.



Description of Duties:

1. To be responsible for the coordination of SEAFDEC programs and general administration;
2. To be responsible for the preparation of the events and meetings of the SEAFDEC Secretariat; and
3. To perform other duties as assigned by her/his respective supervisors.

Application Process

Please send a cover letter and resume detailing your qualifications for this position. The application should include (i) a cover letter outlining clearly indicate the position title and how the candidate meets the requirements of that position, (ii) an application form with documents for application with certified true copy as follows

- Copy of education qualification or transcript 1 copy
- Copy of identification card 1 copy
- Copy of house registration 1 copy
- Photograph of the applicant (1 or 2 inches with straight face, no hat and no glasses) 1 photo
- Medical Certificate from a Government Hospital 1 copy
- Copy of evidence of the release of military obligations 1 copy
- Other related documents (if any)

please download the application form from the website <http://seafdec.org>, <http://seafdec.or.th> and (iii) a detailed CV. Applications are invited to submit all required documents in English **before 31 January 2023** to:

Ms. Arpaporn Eiamsa-ard
Human Resources Officer and Secretary to TDC
Administrative and Human Resources Section,
General Administration Division, Training Department
Southeast Asian Fisheries Development Center
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(Ms. Supatra Loonchaiya)
Administrative and Human Resources Section Head
13 January 2023