

JOB VACANCY

POST TITLE: Project Assistant (Thai National only)

AGENCY NAME: Monitoring on Social Cohesion and Resilience, Institute of Asian Studies (IAS), Chulalongkorn University

COUNTRY OF ASSIGNMENT: Bangkok, Thailand

1) GENERAL BACKGROUND

The Institute of Asian Studies (IAS), Chulalongkorn University in collaboration with the United Nations Development Programme (UNDP) in Thailand seeks to promote and advance SDG16 in Thailand through “Sustaining Peace” framework, which focuses on increasing tolerance and embracing diversity in the country. In this context, projects initiatives related to sustaining peace under the theme of “Embracing Diversity” has been developed. One of these is to create a centre that monitors trends in national conflicts, their specific drivers, and their potential to mutate into violent extremism. The first phase of this research work is between June 2021 to May 2023. To this end, the IAS is looking for a Project Assistant to perform various duties. She or he will be based at the IAS, Chulalongkorn University, and works in close collaboration with the project team of IAS and UNDP Thailand.

2) SCOPE OF WORK

- Manage accounting-related documents, and deal with banking and payments, in accordance with the regulations of the IAS and the UNDP Thailand.
- Familiarise with the UNDP Thailand’s financial processes and regulations.
- Prepare quarterly financial reports submitted to the IAS and the UNDP Thailand.
- Collect and double-check receipts, and systematise the collection in accordance with the regulations of the IAS and the UNDP Thailand.
- Support salary payment procedures, and calculate withholding tax in compliance with the revenue regulations once a month.
- Manage financial documents related to the organising of the Centre’s activities.
- Coordinate and collaborate with the Monitoring Centre’s Project Coordinator, the IAS’ Financial Officers, and the UNDP Thailand’s Project Assistant on financial management issue.
- Assist the Monitoring Centre’s Project Coordinator in overseeing the Monitoring Centre’s budget in collaboration with the UNDP Thailand.
- Perform any other duties to support the Monitoring Centre team as assigned.

3) DURATION: 1 April 2022 – 31 May 2023

4) DUTY STATION AND EXPECTED PLACE OF TRAVEL:

Bangkok-based, Thailand, with at least 3 days in the IAS-based office per week. The Project Assistant is required to attend the events relevant to the project within Thailand.

Travels (if any) will be authorised by Project Leader when required. Travel expenses (ticket living allowance and local transport) shall be agreed prior travel and reimbursed after trips completed.

5) EXPERTISE AND QUALIFICATIONS

- Thai national with Bachelor's degree in Accounting, Finance, Management, Social Science, or other related fields;
- Experience in financial accounting, management or coordination;
- Computer literacy (Excel, Word, PowerPoint);
- Ability to manage multiple tasks, respond to urgent requests and meet regular deadlines;
- Positive attitude, interpersonal and communication skills;
- Good command of Thai and English

6) REQUIRED DOCUMENTS

Interested individuals must submit the following documents/ information to demonstrate their qualification, experience, and suitability to undertake the assignment. Please group them into one (1) single PDF document:

a) Personal CV, indicating all past experiences, as well as the contact details - email and telephone number- of the Candidate and at least three (3) professional references;

b) Letter of interest and availability

Incomplete documents will not be considered. The shortlisted candidates will be contacted, and the successful candidate will be notified.

7) CRITERIA FOR SELECTION

Project Assistant will be evaluated based on the following criteria:

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%) and interview (30%).

Criteria 1: Relevance of education – Max 20 points

Criteria 2: Relevance of work experience – Max 20 points

Criteria 3: Experience in financial accounting, management, and coordination work in relevant field - Max 20 points

Criteria 4: Attitude observed during the interview - Max 20 Points

Total – Max 80 points

8) CONTRACT TYPE & PAYMENT TERMS

Full time, with monthly salary of 18,000 Baht (lump sum of employment benefits included)

9) DEADLINE

20 March 2022

10) CONTACT

Project Coordinator: Ms. Kanjanasupa Mettrai at move.chula@protonmail.com