



Vacancy Announcement
Institute for Population and Social Research, Mahidol University

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- Vacant position: Training Officer

1. Key Areas of Responsibility:

- 1.1 Coordinate relations with international groups
- 1.2 Work on the international training programs, workshops, and conferences

2. Details of job responsibility:

- 2.1 Coordinate IPSR's international affairs, international associations, centers and networks.
- 2.2 Assist with Memorandums of Understanding (MOU) and related contractual documents with international groups.
- 2.3 Coordinate international training programs, workshops, and conferences. Coordinate with and manage both organizations and individuals in organizing international trainings, workshops and conferences.
- 2.4 Prepare for committee meetings of international associations and centers, including logistics, meeting programs and minutes.
- 2.5 Assist in preparing proposals, progress reports and final reports.
- 2.6 Systematically maintain documents related to the activities.
- 2.7 Generate new ideas and opportunities to increase the number and quality of networks.
- 2.8 Update and maintain the websites of IPSR's associations, centers, training programs and international relations projects.
- 2.9 Perform other related duties as assigned.

3. Standard work skills:

- 3.1 Strong written and verbal communication skills (English and Thai). Ability to provide interpersonal and service related skills in a courteous manner. Must be able to work effectively with diverse groups of people at various levels both inside and outside of organizations. Must also be able to adapt to a fast-paced work environment.
- 3.2 Writing skills sufficient to compose and edit a variety of documents using correct spelling, grammar, and punctuation. The ability to pay close attention to detail and proofread work carefully.
- 3.3 Ability to work accurately in the presence of interruptions. Must be flexible in adapting to changes in assignments and priorities depending upon the identified needs of the unit.
- 3.4 Organizational skills sufficient to prioritize work and complete assignments accurately, either independently or as part of a team, under pressure of competing deadlines and with frequent interruptions, working from one's own initiative and/or following direction, policies, or procedures.

- 3.5 Ability to exercise flexibility, initiative and discretion in handling confidential materials and matters.
- 3.6 Ability to exercise independence and judgement where required.
4. **Computer and IT skills:**
- 4.1 Experience working in a computerized office environment with word processing, database and spreadsheet skills sufficient to prepare correspondence, reports, forms, statistical/technical/scientific materials, etc. with speed and accuracy. Willingness to learn new computer programs/applications.
- 4.2 Experience using website management such as Joomla is an advantage.
5. **Qualification:**
- 5.1 Thai nationality
- 5.2 Master degree in any related fields or equivalent skills and experience.
- 5.3 Applicant's English proficiency test result must meet the criteria of English Language examination for University Employees, B.E. 2559:
- IELTS (Academic Module) overall score of 4.0 or more
 - TOEFL iBT (Internet-based) 40 or more
 - TOEFL-ITP 433 or more
 - TOEFL-CBT 120 or more
 - TOEIC 500 or more
 - MU GRAD 48 or more
- If not having an English test score written above, the applicant must complete a degree program taught in English (international program) from countries that have English as their official language.
6. **Work place:** Institute for Population and Social Research, Mahidol University, Salaya Campus
Phutthamonthon 4 Road, Salaya, Nakhon Pathom
www.ipsr.mahidol.ac.th
7. **Salary:** Minimum of 23,440 – 40,100 Baht/month
8. **Application:** Interest applicant should submit their application letter with completed application form and CV (all in English) by **31 August 2019** to Ms.Piyapat Piamsawas at E-mail: piyapat.pia@mahidol.ac.th. Application form can be downloaded at <http://www.ipsr.mahidol.ac.th>
9. **Date for writing test and interview:** to be announced on the IPSR website

Announced on August 23 , 2019.



(Rossarin Gray, Ph.D.)

Director

Institute for Population and Social Research