

FES ORCA / VN01-23

January 10, 2023

## VACANCY NOTICE

# Programme Assistant

**Starting Date:** April 1, 2023

**Location:** Bangkok, Thailand

**Duration:** Permanent

**Deadline:** February 15, 2023

Do you have an interest in facilitating dialogues, supporting project management and helping develop policy recommendations? Are you passionate about international affairs, geopolitics, the economy of tomorrow and social justice? Do you enjoy working with people from different backgrounds? Are you value-driven, socially minded and communicative?

Then you could fit in well with us!

### Who we are:

The Friedrich-Ebert-Stiftung (FES) is an independent, private and non-profit organization headquartered in Germany. FES in Asia runs activities that help promote social justice, shape the economy of tomorrow, and enhance cooperation for freedom and security. At the heart of our work is a worldwide network of offices with which FES conducts educational and advisory activities and facilitates dialogue in over 100 countries. Jointly with our partners across the region, the FES Office for Regional Cooperation in Asia (ORCA) in Bangkok, Thailand, leads our regional activities in the areas of international affairs, tomorrow's global order and economy, and communications:

<https://asia.fes.de/>.

### Your role and tasks:

Under the overall guidance of the FES ORCA Managing Director and the direct supervision of the two Programme Managers for the Geopolitics/ World Order and Economy of Tomorrow/ Future of Work projects, the Programme Assistant will contribute to the programmatic activities throughout the Asia-Pacific region. This will include supporting the Programme Managers in the planning, execution, accounting and reporting of their international dialogue programs. The main tasks are assisting with the administrative procedures and budgetary aspects, logistics, communications, organizing events,

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drafting notes and minutes, and assisting in the coordination of the FES Asia network of scholars, experts and policy practitioners in close consultation with the FES country offices.

### **What we expect:**

- BA degree, preferably in political and social sciences, international relations, economics or related fields (Master degree in similar subjects would be an advantage);
- Sound knowledge of current political affairs, trends and developments shaping the future in the Asia-Pacific region, including but not limited to regional and international organizations, foreign and security policy, trade, digitalization, supply chains and development models;
- Interest and creativity for setting up digital and offline events and formats;
- Excellent command of written and spoken Thai and English;
- Strong interpersonal, intercultural skills and communication abilities;
- Proven organizational skills with the ability to multi-task; (one year work experience in event management would be an advantage);
- Experience with social media and communication outreach;
- Ability to work independently as well as in a team.

### **What we offer:**

- Exciting and meaningful occupation in one of Asia's most dynamic regions;
- Workplace at the FES Office in Bangkok, Thailand;
- Full-time employment (40 hrs/week), with suitable home office arrangements;
- Competitive fixed salary, 13th month salary, health and life/accident insurance, provident and social security fund contributions;
- Collegial working atmosphere in a dynamic, dedicated and innovative international team;
- Applicants must be Thai citizens or have a work permit in Thailand.

### **Are you interested?**

Please send your cover letter, CV and relevant supporting documents by **February 15, 2023**, to [info.orca@fes.de](mailto:info.orca@fes.de).

When you submit your documents, please indicate in the Email subject **the vacancy number and position title** you are applying for.