



Position Title: ASEAN University Network (AUN) Programme Officer (Writer)

Open Period: 12 April 2023 **Close:** 17 May 2023

Desired Start Date: Early July

Job Description

The Programme Officer (Writer) should take an active role within the organization and be proactive and self-reflective while under the supervision of a senior member of the AUN Secretariat. We are looking for young graduates who seek to use their writing and communication skills to help the development of higher education within the ASEAN region. We also seek young graduates who are not afraid of voicing their own ideas and initiatives that they feel are meaningful. Most of all, we are looking for someone who seeks the betterment of their colleagues as well as themselves.

The Programme Officer (Writer) will be responsible for tasks relating to writing and communication for the AUN and AUN-QA activities, including but not limited to email correspondence, official letters, scripts, speeches, concept notes, meeting minutes, reports, working timelines, surveys, miscellaneous internal documents, etc. They will also be responsible for drafting and editing articles for the weekly AUN Newsletter ranging from publicity to research. Candidates may also be expected to perform additional tasks as well relating to media production, external liaison, project content support and internal research.

The Programme Officer (Writer) should possess the following competencies:

- Ability to write and communicate to different types of audiences
- Attention to detail and consistent writing
- Intercultural awareness and sensitivity
- Adaptability to a diverse variety of projects and tasks
- Can play a consultative and support role for project-related content and communication
- Highly organized and good self-management
- Analytical and creative thinking

Working Hours: Monday-Friday from 09:00 - 17:00 (GMT+7)

Salary: 30,000-33,000 THB and other benefits

Employment Type: One year contract with possibility of extension

Qualifications

- Bachelor's Degree or above
- Fluent in verbal and written English and Thai
- Proficiency in Microsoft Office and Google (particularly Word, Excel, Powerpoint, and their Google equivalents)
- Thai national

Previous Experience



No previous work experience is required. Although experience may give you an edge, we give more value for someone with a young, fresh outlook and a personality that meshes well with the team.

Desirable

- Ability to travel abroad
- Ability to meet deadlines and work under pressure
- Proactive, assertive, and highly adaptable
- Experience in photography and video editing is an advantage
- Be able to effectively work in many environments, including remote and on-site (at the office or when hosting international activities)
- Proficiency in a 3rd language (Chinese, Japanese, Bahasa, etc.) is an advantage

How to Apply

Submit the application via <https://forms.gle/tQjwSLd9jx46qMn6> by 17 May 2023. In the application form, you will need to upload the following documents:

- Current Resume
- Cover Letter
- Proof of completing your highest education degree
- Proof of additional qualifications/certificates (optional)
- English language proficiency test results (optional)

Timeline

<i>Deadline for application submission</i>	17 May 2023
<i>Written Exam</i>	31 May 2023
<i>Interview</i>	14 June 2023

About the organization

ASEAN University Network (AUN)

The ASEAN University Network is an intergovernmental organization and sectoral body under ASEAN working towards the development of the ASEAN higher education sector through promoting the collaboration of the region's leading institutions and talents.

The AUN is widely recognised as a vital mechanism for the build-up of an active and renowned ASEAN community in higher education. The network currently has 30 Member Universities within the ASEAN region, as well as over 200 affiliated ASEAN institutions and 21 universities from China, Korea, and Japan. The AUN also contains 17 Thematic Networks across ASEAN, including the ASEAN University Network - Quality Assurance (AUN-QA), all committed to various areas of higher education. With the strengths and expertise of our members, the AUN can play a major role in broadening the integration of the 10 ASEAN countries into one cohesive ASEAN Community and narrowing the development gap among them, which are the ultimate goals of ASEAN.



ASEAN University Network - Quality Assurance (AUN-QA)

The ASEAN University Network-Quality Assurance (AUN-QA) Network is one of the 17 Thematic Networks under the ASEAN University Network (AUN). It was created to realise the mission of harmonising educational standards and seeking continuous improvement of academic quality of universities in the ASEAN region. AUN-QA activities are carried out in accordance with the Bangkok Accord adopted in 2000, which provides a series of guidelines to promote the development of a quality assurance system as instruments for maintaining, improving and enhancing teaching, research and the overall academic standards of AUN member universities. AUN-QA has been actively promoting, developing, and implementing quality assurance practices based on an empirical approach where quality assurance practices are shared, tested, evaluated, and improved.

To accomplish its mission, AUN-QA conducts quality assessments for Higher Education Institutions that are members of its network. These assessments include the AUN-QA Programme Assessment and the AUN-QA Institutional Assessment. Online/Remote Site Visits were recently introduced for assessments to be continued amidst the COVID-19 pandemic. Additionally, the AUN-QA organises policy meetings, capacity building activities, outreach programmes, and knowledge management and enabling systems for its members and resource persons.

To learn more, please visit <https://www.aunsec.org>

Contact

Email: aun.secretariat@gmail.com

(For inquiries related to this job advertisement, please CC aun.patitin@gmail.com, aun.ninnart@gmail.com)

Address: Office of the AUN Secretariat

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Note: As we expect high volumes of applications, we will only contact shortlisted candidates after the application period. In the absence of any reply from us some time after the application period, please consider that your application has not been selected. This should in no way be seen as a reflection on your skills or the quality of your experience.