

German-Southeast Asian Center of Excellence for Public Policy and Good Governance

Job Titles: Content Developer and Communication / Administrative and Technical Assistant

Location: Remote

Employment type: Seasonal role, fee basis

Closing date for applications: July 1, 2022

The German-Southeast Asian Center of Excellence for Public Policy and Good Governance ('CPG') is seeking applications from qualified candidates for two fixed-term positions – Administrative and Technical Assistant / Content Developer and Communication – to play a vital role in delivering its upcoming Academy on Human Rights.

In light of the uncertainties caused by the ongoing COVID-19 pandemic, this year's academy will be delivered as a fully virtual experience. Both positions can therefore be completed remotely.

Administrative and Technical Assistant

In this role you will be providing both administrative and technical support for the internal team behind the academy to ensure the smooth day to day running of the event. This will be accomplished through exercising the responsibilities listed below, among other tasks.

Role purpose and accountabilities

- Supporting the technical implementation of the academy using Google Drive and the Zoom meetings software program,
- Creating and disseminating speaker prep kits to include all important event details,
- Handling queries and troubleshoot,
- Liaising with both participants and speakers throughout the entire event lifecycle,
- Creating surveys before and after the event for both speakers and participants,
- Preparing daily reports on attendance and behavior of participants,
- Disseminating two academy prospectus and requesting the relevant materials from all speakers and participants, and
- Generating a report of the academy to check the total number of participants, activities, and feedback, among others.

Content Developer and Communication

In collaboration with the internal team behind the academy, you will assist in the promotion of the event, as well as the production of content for CPG's website and social media handles.

Role purpose and accountabilities

- Advertising the academy with relevant target groups across various regions and through different media channels, including social media, and university departments,
- Content creation for social media and website, including the production of short interviews with relevant speakers and participants,
- Creation of two academy prospectus comprising all relevant information on the event, including an overview of speakers and participants, a time schedule, and reading material for each teaching module, and
- Producing daily reports of the academy's proceedings to be published on CPG's website and social media handles.

Experience, skills and qualifications

Essential

- Fluent in written and spoken English,
- Ability to manage competing priorities and meet tight deadlines,
- Strong organizational skills,
- Enjoys working as part of a team, and
- Accuracy and attention to detail.

Desirable

- Previous experience of event production,
- Previous experience in digital content creation (Content Developer and Communication), and
- A background or proven interest in law studies, or a general understanding of the subject matter.

Workload and remuneration

Both positions are expected to comply with completions dates that span the period from today to the end of August. However, please note that attendance of all teaching days of the academy (August 16 through August 26) is a mandatory requirement.

The *Administrative and Technical Assistant* position will be paid an honorarium of THB 27,000.00.

The *Content Developer and Communication* position will be paid an honorarium of THB 30,000.00.

Note: Depending on the suitability of interested candidates, the two positions may be merged.

How to apply?

Interested and suitably qualified candidates are invited to apply by sending a cover letter (max. 1 page), a portrait image, and their resume indicating their relevant qualifications, skills and experience on or before July 1, 2022, to careers@cpg-online.de.

Due to the volume of applications, we are only able to contact successful applicants. Therefore, if you have not heard from us within 10 working days, please deem your application as unsuccessful on this occasion.

Behind the Academy on Human Rights

The Academy of Human Rights is one of three academies organized by the German-Southeast Asian Center of Excellence for Public Policy and Good Governance ('CPG') on an annual basis.

CPG is an academic institute and think tank attached to the Faculty of Law of Thammasat University in Bangkok. Built upon a cooperation between the German universities of Frankfurt and Münster, and the Thammasat University in Thailand, it is one of only five Centers of Excellence worldwide established since 2009 under the Excellence Initiative of the German Federal Government.

CPG is funded by the German Federal Foreign Office and receives administrative support from the German Academic Exchange Service (DAAD).