

Academic Consultant for a short-term project
on
“Mediation in Thailand”

Job Title: Academic Consultant

Location: Hybrid

Employment type: Part-time, fee basis

The German-Southeast Asian Center of Excellence for Public Policy and Good Governance (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 Thammasat University, it is one of only five Centers of Excellence worldwide established since 2009 under the Excellence Initiative of the German Federal Government. It is funded by the German Federal Foreign Office and receives administrative support from the German Academic Exchange Service (DAAD).

Job description summary

CPG is seeking an Academic Consultant to provide professional support to assigned CPG staffers in all aspects of research on mediation in Thailand and the communication to various stake holders for about eight weeks.

As needed, the Academic Assistant shall contribute to a policy paper and the organization of an on-site conference to be held this October in Bangkok.

The Academic Consultant will generally work under immediate supervision of the project’s principal investigators, while some job functions require exercising independent judgment.

This position is hybrid. Hybrid positions combine regular in-person presence at our Bangkok office with the option of remote work.

We are currently hiring for an immediate start. Applications will be reviewed on a rolling basis and will be accepted until a candidate has been selected for this position.

Role purpose and accountabilities

The Academic Consultant will among other possible duties be required to:

- Collect documents, articles, and other data as directed from various sources including libraries, databases, government documents, and personal contacts.
- Create briefing memos and prepare notes on meetings and conferences.
- Create and maintain spreadsheets and databases.
- Synthesize research
- and assist as requested with development, communication and design of research findings to various audiences.
- Contribute to the planning and implementing of a topic related conference.
- Communicate and liaise with stake holders

Experience, skills and qualifications

Essential

- Bachelor of Laws (LLB), preferably a Master of Laws
- Fluent Thai language in oral and written form, solid English language skills
- Ability to identify, contact, and interact professionally with all levels of internal and external stakeholders
- Excellent organizational skills and demonstrated ability to complete detailed work accurately

Desirable

- Work experience providing research assistance and/or demonstrated ability to undertake research assignments with limited supervision
- Interest in alternative dispute resolution, communicating with lawyers and legal clients from different professional backgrounds such as judges, attorneys at law firms, industrial clients etc.

Workload and remuneration

This position is expected to comply with completions dates that span the period from August to the end of September.

The position will be paid an honorarium of THB 30.000,00.

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 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.