

Assistant Coordinator / Administrative Assistant

Job Title: Assistant Coordinator/Administrative Assistant

Location: Hybrid

Employment type: Contract

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

For its upcoming on-site event series, CPG is seeking applications from qualified candidates for **Assistant Coordinator/Administrative Assistant** positions that provide administrative and technical support and assist with the preparation and implementation of one or more of the following events:

- *Conference: Mediation in Asia* (September 14-15, THB 2,000.00 p./day)
- *Conference: The Future of Conflict and Conflict Settlement in Asia* (September 28-29, THB 2,000.00 p./day)
- *Academy: German Public Law & the German Constitutional System* (October 16-22, THB 2,000.00 p./day)
- *Conference: Building Bridges of Friendship through 160 years Thai-German Encounters and Cooperation* (immediate start, 3 days and September 30 - October 1, THB 2,000.00 p./day)
- *Conference: Strengthening Mediation in the Thai Legal System* (October 6-7, THB 2,000.00 p./day)
- *Conference: The Founding of Thai Constitutionalism 90 Years Ago* (November 9-11, THB 2,000.00 p./day)
- *Academy: Human Rights* (November 13-19, THB 2,000.00 p./day)

The **Assistant Coordinator/Administrative Assistant** will generally work under supervision of the project's principal coordinator, while some job functions require exercising independent judgment.

Applications will be reviewed on a rolling basis and will be accepted until candidates have been selected for each conference.

These positions are hybrid, combining regular in-person presence at our Bangkok office and event location with the option of remote work.

Requirements

- Bachelor degree in law, social or other related sciences
- Fluent in Thai language, good English language skills

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- Excellent skills and high interest in communication with involved partners and stakeholders and other event target groups
- High computer and social media literacy

How to apply?

Interested 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.

When applying, please specify the event/s you are interested in.

Due to the expected high number of applications, only successful applicants will be contacted.