Position Title: Programme Officer  
Application Deadline: 8 January 2021  
Expected Start Date: February 2021

Job Description

The Programme Officer is expected to be able to take an active role within the organization and also is expected to be proactive and self-reflective. 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 proactive and 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.

This Programme Officer will work closely with the Chief of Knowledge Management and Global Communication and will primarily handle the information content side of the operations of the ASEAN University Network (AUN). This Programme Officer will be responsible for writing, proofreading, revising, and editing content that the AUN produces to report on and generate interest in its operations. This will include, but is not limited to, writing pieces like creating advertisements, writing articles for our weekly newsletter, report writing, social media engagement, website management, and project proposal writing.

Working Hours: Monday-Thursday from 10:00-19:00  
Salary: 30,000-33,000  
Employment Type: One year contract to work full-time on projects

Qualifications

- Bachelor’s Degree or above in Communications, English, Journalism, Marketing, or other related fields
- Fluent in verbal and written English
- 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.

Desired Skills

- Analytical Thinking
- Creativity
- Ability to write and communicate to different types of audiences
- Highly organized and good self-management
- Ability to work on different types of projects that require different outlooks and mindsets
- Excellent interpersonal skills in dealing with colleagues as well as academic officers from various academic institutions
- Ability to travel abroad
- Proactive, assertive, and highly adaptable
- Mesh well with the AUN team
- Intercultural Awareness and Sensitivity
- Proficiency in Microsoft Office and Google (particularly Word, Excel, Powerpoint, and their Google equivalents)
- Experience in photography and video editing (optional)
- Be able to effectively work in many environments such as remotely and on-site (at the office or when hosting international activities)

**How to Apply**
Submit the [application via Google form](#) by 8 January 2021. In the application form, you will need to upload the following documents:
- Proof of completing your highest education degree
- Current Resume
- Cover Letter
- English language proficiency test results (optional)

**Timeline**

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<td>Interview</td>
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**About the organization**
The ASEAN University Network is an organization under ASEAN working towards the development of the ASEAN higher education sector through promoting the collaboration of the region’s leading institutions and talents.

**Contact**
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