

**Job title:** Administrative Officer  
**Location:** Chiang Mai, Thailand  
**Contract period:** One year with a possibility of renewal  
**Start:** As soon as possible after the candidate's selection

### BACKGROUND

The spillover of infectious agents from animals to humans in recent decades has had a significant impact on the health of humans, animals, and our environment. To minimize the impact of future pandemic threats, the Southeast Asia One Health University Network (SEAOHUN) was established in 2011 to develop the next generation of skillful and competent One Health (OH) workforce with support from the U.S. Agency for International Development and its One Health Workforce project.

Since its establishment, SEAOHUN has expanded network membership from 10 universities in Indonesia, Malaysia, Thailand, and Vietnam to 72 universities in six countries, including the four founding countries plus Cambodia and Lao PDR. The expansion was made possible with the support of Korea International Cooperation Agency (KOICA) and U.S. Department of State (DOS) through its Lower Mekong Initiative (LMI). Universities in Myanmar and the Philippines have established their One Health university networks and will soon join SEAOHUN. Our university members come from multiple disciplines connected to the health of humans, animals, and the environment.

Our educational programs promote and facilitate collaborative activities and projects among the countries with an emphasis on improving One Health workforce capacity with cross-sectoral competencies to effectively prevent, detect, and respond to all hazards and emerging threats. Examples of our educational initiatives include the development of One Health core and technical competencies, curriculum development and strengthening, introducing innovative teaching methodologies such as One Health problem-based learning cases, building research capacity to provide an evidence-base for One Health advocacy, One Health student clubs, and scholarship and fellowship programs to support long-term capacity development.

The SEAOHUN Secretariat based in Chiang Mai, Thailand, is a coordinating body of all the country networks. The Secretariat manages subawards with the country networks, facilitates SEAOHUN Executive Board meetings, regional activities, and fosters the establishment of One Health university networks in Southeast Asia and partnership with national, international and non-governmental organizations collaborating to combat all hazards and emerging threats. The Secretariat represents interests of its country networks at regional meetings/conferences/forums of Global Health Security Agenda (GHSA) Detect 1 and Detect

5 packages, ASEAN+3 Field Epidemiology Training Network (FETN), the Tripartite (FAO/OIE/WHO), among the others. Since July 2019, SEAOHUN has partnered with Pfizer Thailand to address the growing threat of antimicrobial resistance (AMR) in Thailand.

For more information, you may visit [www.seaohun.org](http://www.seaohun.org) and <http://facebook.com/seaohun>

## **DUTIES AND RESPONSIBILITIES**

Under the overall supervision of the Operations Manager, the Administrative Officer will support the Executive Director and SEAOHUN staff in all aspects of administration, logistics, procurement, human resources, and foundation registration. S/he will undertake the following tasks:

- Prepare and manage travel and logistics to support regional operations and program activities; overseeing and coordinating travel requests/ approvals in coordination with the Prime according to the donors' requirements.
- Manage procurement including vendor development and management, contract negotiation and renewal, purchase and maintenance of equipment, supplies and services, and maintain the procurement documents and files.
- Manage shipments, custody and inventory of assets.
- Ensures compliance with SEAOHUN manuals, USAID regulations, and the other donors' regulations for procurement.
- Coordinate recruitment, provide administrative orientation of new staff, collect and maintain complete and current personnel files, and track leave and medical claim benefits.
- Coordinate with government as related to visa and work permit for expatriate staff.
- Maintain all SEAOHUN Foundation registration's documents, and coordinate with government to update as needed.
- Review and recommend updating office policies and procedures if necessary, to ensure smooth office operation.
- Perform other tasks as needed for project success and assigned by the Operations Manager and/or Executive Director.

## **QUALIFICATIONS AND REQUIREMENTS**

- Bachelor's degree in business administration, management, or related field from a recognized college or university.
- At least two years' work experience in administrative role.
- Experience working with government agencies, intergovernmental agencies, academic universities, or NGOs is preferred.
- Experience working with USAID procurement requirements and rules and regulations is an asset.
- Proven communication skills in Thai and English, both in written and orally. This includes networking, negotiation, and diplomatic skills.
- Proven ability to concurrently handle and prioritize multiple tasks for multiple projects.
- Self-starting, ability to take initiatives and work with minimal supervision are required.
- Ability to work both independently and in a team in a multicultural environment is necessary. Experience working in Southeast Asian countries is preferred.

- Skills in Microsoft Office/Google and email applications and internet navigation are required.

## **HOW TO APPLY**

Interested candidates are invited to send an application letter, a resume or curriculum vitae in PDF format, and state a current and expected salary to [secretariat@seahun.org](mailto:secretariat@seahun.org) using the subject line “**Apply for Administrative Officer**”. Applications will be reviewed on a rolling basis until filled with the first round of reviews on 17 December 2019. The candidates are encouraged to apply as soon as possible. *SEAOHUN reserves its rights to offer an Administrative Assistant position to candidates with less experience.*

SEAOHUN is an equal opportunity employer. While we respect all applications, only the shortlisted candidates will be contacted.