

## Program Assistant - Vacancy Announcement

The Heinrich Böll Stiftung is currently seeking a Program Assistant for its Regional Office in Bangkok. The Heinrich Böll Stiftung is a German based Non-Profit Organization related to the Green Party in Germany. We are active worldwide with offices in 28 countries. We promote democratic reforms and social innovation and work on ecological policies and sustainable development on a global level.

From our Regional office in Bangkok we coordinate our country programs in Thailand and Myanmar/Burma. In Thailand we cooperate with local partner organisations to implement projects on the media sector and on energy- and climate change policy issues. Our Myanmar/Burma program seeks to support civil society and provides scholarships for higher education.

The team consists of about seven Thai and two expatriate staff. By becoming part of our international team you can professionally develop yourself under the supervision of the Program Coordinators. In addition you can become part of a strong global green network and engage in a fruitful exchange of expertise. For more information please check: <http://www.boell-southeastasia.org/>

### Main responsibilities are:

- Provide assistance to three program coordinators in the planning and implementation of activities in Thailand and Myanmar/Burma (appraisal of project proposals, drafting of contracts and budgets)
- Assistance in monitoring and evaluation, coordinating, reporting and updating the database of projects
- Administrative coordination and implementation of the scholarship program including liaison with students and alumni
- Preparation and organization of events like workshops, conferences etc.
- Coordinating with Finance Department on the payments and checking of accounts for project activities
- Provide support in producing reports
- Support Program Coordinator or Assistant to Director in updating the website of the office

### The requirements are:

- B.A. degree preferably in social sciences, international relations, development studies or other relevant field
- Two years experience working with local or international NGO in project planning, management, and implementation as well as event organization
- Excellent spoken and written Thai, good command of spoken and written English
- Ability to work independently and to complete multiple tasks within tight deadlines
- Intercultural sensitivity and interest in politics and gender issues
- Good interpersonal, networking and presentational skills
- Openness and responsiveness to developments and strategic input by hbf Head Office
- Standard computer literacy: Word, Excel, Power Point, Internet

The contract is offered from February 1, 2012 to the end of 2014. Duty station is Bangkok. Please send your application – consisting of a letter of motivation, CV, Reference persons and **indicating your salary expectations** – to [office@th.boell.org](mailto:office@th.boell.org) until December 22, 2011. Please, note that only shortlisted candidates will be contacted. We are looking forward to your application.