

## JOB ANNOUNCEMENT

**The Prince Mahidol Award Conference** is an annual international conference focusing on policy-related public health issues of global significance. It has been organized annually since 2007. The conference is hosted by the Prince Mahidol Award Foundation, the Royal Thai Government and other global partners. For more details about the conference, please visit [www.pmaconference.mahidol.ac.th](http://www.pmaconference.mahidol.ac.th).

The Conference is now seeking an excellent candidate for the position of **Coordinator Supervisor (2 positions) to be part of the Conference Secretariat team**.

### QUALIFICATION REQUIREMENTS:

Applicants must possess at least 8 years of related working experience and hold a Master's degree in any field. A degree from abroad is a plus.

### Job Description:

- (1) plan and manage meetings and activities both in Thailand and abroad
- (2) communicate with high level government officials and international agencies
- (3) oversee workflow and ensure that objectives and deadlines are met
- (4) delegate and monitor assigned work to coordinators
- (5) summarize minutes of the meeting in Thai and English
- (6) prepare proposals, budgets and reports
- (7) manage conference website, online system and database
- (8) oversee office administration

### Qualifications:

Applicants must demonstrate

- (1) ability to initiate, plan and manage conference activities
- (2) ability to work under pressure and meet deadlines
- (3) ability to work independently as well as with a team
- (4) ability to multitask and prioritize
- (5) excellent command of English
- (6) problem solving and decision making skills
- (7) IT and presentation skills
- (8) advanced proficiency in Microsoft Excel and PowerPoint

**SALARY:** Negotiable depending on qualifications and experience.

### LOCATION:

Institute for Population and Social Research, Mahidol University, Salaya, Nakhon Pathom and International Health Policy Program, Thailand, Ministry of Public Health, Nonthaburi

Applicants must submit the following documents:

- (1) Curriculum Vitae with photo
- (2) Cover letter addressing each of the required qualifications (knowledge, skills, and abilities) listed above
- (3) Transcript
- (4) English proficiency test scores (if any)

For further information, please contact Ms. Janjira at 064-946-9162