



Faculty of Public Health Announcement
Recruitment of Foreign Employee

The Faculty of Public Health, Mahidol University would like to recruit a native English speaker to fill the position of Foreign Expert at Dean office, of the Faculty of Public Health, Mahidol University.

Applicants must possess qualifications as specified in the attachment of this Announcement.

Those wishing to apply for the entrance examination can fill out an application form in the system of E-Recruitment Online at <http://www.op.mahidol.ac.th/orpr/E-Recruitment> (only one channel) from 7 January 2022 until 5 February 2022 or inquire at 0-2354-8543 ext. 1103

Documents supporting the application in the form of electronic files (PDF) only are detailed below.

1. A photograph of a straight face, wearing a formal suit, taken not more than 6 months in jpg format, or png with a size not exceeding 200 kb.
2. Degree certificate or certificate (which has been approved by the rector or the university council as a person who has graduated completely according to the curriculum only)
1 copy
3. Academic transcript (Transcripts) Bachelor's degree , Master 's degree
number 1 each
4. Passport with non – immigrant visa

Exam details : interview

Date, time and place of examination : February 14th, 2022 at the Faculty of Public Health's

website at <https://www.ph.mahidol.ac.th/jobs/> and

<http://www.op.mahidol.ac.th/orpr/E-Recruitment/>

Announcement made **January 7th, 2022**



(Asst.Prof. Dr.Pichitpong Soontornpipit)

Deputy Dean

Attachment of Recruitment Announcement
Faculty of Public Health, Mahidol University.

January 7, 2022

Position : Foreign expert

Work unit : International Relations Office, Faculty of Public Health,
Mahidol University.

Qualifications :

Bachelor's degree

1. Graduated with a bachelor's degree in international cooperation communication diplomacy communication, business administration, general management, general administration or other related branches.

2. Foreign nationals Age not over 35 years

3. Knowledge and ability to use Microsoft Office computer appropriately for the performance of duties.

4. Must have English language test scores either which is not older than 2 years as shown below.

4.1 IELTS (Academic Module) with a total score of not less than 6.5-7.0 or

4.2 TOEFL IBT (Internet Based) not less than 79-95 points or

4.3 TOEFL - ITP not less than 550-587 points or

4.4 TOEFL-CBT not less than 213-240 points or

4.5 TOEIC not less than 605-780 points

(Except Native Speaker applicants do not need English language test scores)

5. Having at least 1-2 years working experience in international relations will be considered as a special case.

6. Able to work full time, Monday - Friday, 8:30 a.m. - 4:30 p.m

Master's degree

1. Graduated with a Master's degree in international cooperation communication, diplomatic communication, public health administration, business administration, management, general administration or other related fields

2. Foreign nationals Age not over 40 years

3. Knowledge and ability to use Microsoft Office computer appropriately for the performance of duties.

4. Must have English language test scores either not older than 2 years as shown below.

4.1 IELTS (Academic Module) with a total score of not less than 6.5-7.0 or

4.2 TOEFL IBT (Internet Based) not less than 79-95 points or

4.3 TOEFL - ITP not less than 550-587 points or

4.4 TOEFL-CBT not less than 213-240 points or

4.5 TOEIC not less than 605-780 points

(Except Native Speaker applicants do not need English language test scores)

5. Having at least 1-2 years working experience in international relations will be considered as a special case.

6. Able to work full time, Monday - Friday, 8:30 a.m. - 4:30 p.m.

Responsibilities

1. Interact with partner institutions using electronic mail.

2. Draft official English letters and various certificates

3. Write projects in English to support the faculty policy and international affairs

4. Write project news and various activities of the faculty and international affairs in English for the faculty and university websites.

5. Assist in coordinating various online projects of the International Relations Office.

6. Prepare of assessment forms for various projects of the International Affairs

Office

7. Save project information and various activities of the International Affairs Office to organize MUKPI

8. Coordinate the signing of academic memorandums (MOU) and maintain up-to-date records.

9. Compose memorandum meeting minutes.

10. Summarize of monthly reports on various activities of the International Affairs Office.

Salary : 33,770 THB/month plus housing allowance of 8,000 THB/month

Fringe benefit : Social Security Insurance

Term of employment : The employment contract will end September 30, 2022 with possibility of renewal.

Criteria of selection : Interview