

# **Mahidol Migration Center- Joint Research Unit**

## **Project-based Researcher & Administrator**

Paid 3-Month Probation transitions into a full-time position

### **Your Personality**

- 1) Interested in research advocacy in migration and labor rights
- 2) Eager to learn with a Growth Mindset
- 3) Able to adapt and able to work independently
- 4) Open minded and eager to work in a work environment with a horizontal management style
- 5) Able to give and receive honest feedback and make changes toward problem solving
- 6) Team spirit and assertive communication skills (able to communicate well about your needs and any challenge you face, and able to let your teammates know when you didn't understand something)

### **Proactive**

- 1) Able to work under pressure
- 2) Good oral skills, feel at ease speaking in public
- 3) Able to create a good relationship with people from different backgrounds (farmers, government, NGO and business managers)
- 4) Able to summarize, interpret, translate information efficiently in Thai and English (optional: Burmese or Cambodian)

You are passionate and want to make a positive impact for social labor justice? **Join our team !!!!!**

### **1. About us**

Mahidol Migration Center Joint Research Unit (<https://migrationcenter.mahidol.ac.th/>) is a university-based project aimed at converging policy makers, academic researchers, CSOs/civil society organizations, and migrant worker leadership in producing public dialogues and research toward migration policy reform. We collect migration social data with workers, CSOs, government, and employers to provide assessments in priorities for improvement areas in migrant rights. We then conduct workshops, trainings, and share research.

### **2. Overview of the job**

- 1) Deliverables: Writing and/or translations of policy briefs in the target sectors: agriculture, fisheries, seafood processing, domestic elder care, and tourism.
- 2) Database creation and management: create a centralized open source online database of non-proprietary migration research from IPSR, Mahidol faculty affiliated with MMC-joint research unit, and partnered government agencies, international agencies, and CSOs
- 3) Applications to online funding: take part in applying for external grants and projects
- 4) Field trip: go on field trips with the team to meet with different stakeholders in Central Thailand and provinces (migrant- workers and refugees, employers, Thai government, NGO, private companies both Thai and international)
- 5) Create communication materials:
  - For the business correspondence (letters to stakeholders for meetings and project collaboration)
  - For PR development (articles, posters, flyers, live videos, etc)
  - For the projects: presentations for trainings, policy dialogues, research synopses, conferences, in-person and online meetings

*\*\* tasks require good team work and communication*

### **3. Requirements (ranked by order of importance)**

- Thai and English (English/ Thai writing will be tested during an interview)
- This position involves traveling (domestic)
- Minimum Undergraduate degree or Master in one or more of these areas: Human Rights, International relation, Business, Sociology-Anthropology, Political sciences, Law, Data Management Science, Demography, Languages
- Background knowledge about the international standards especially on the human and labor rights principals
- Interest in tech/IT solutions especially for data online management
- Interest in web design and social media effectiveness

### **4. Bonus points if you are familiar with these tools:**

- STATA, SPSS, MAXQDA or Nvivo
- Zoom admin
- Instagram and other social media (FB live, Youtube)
- Canva
- basic VDO editing
- basic webpage, Squarespace, WordPress design

### **5. Conditions of Employment**

#### Working scheme

- Our office is at the main Mahidol University campus in Salaya
- Working schedule: 5 days per week, 8h per day. In case of fieldwork, these schedules are flexible/adjustable.
- Local holidays: Adjusted to Thai calendar
- Salary: the chosen person will start with 19,000 THB as probation period for 3 months and will then receive a salary of 21,000 THB as an employee, if hired full-time for 7.5 months
- Public transport allowance for meetings in Bangkok (with reimbursed receipts)
- Travel cost for regional projects (covered by project)

### **6. Procedures for application**

- Apply starting Wednesday, August 3 via email, opened until position filled
- Send your resume and 1 page statement of interest
- Interviews via zoom
- Project is 10.5 months; August 10-June 23

### **7. Contact details:**

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