



Mahidol University Announcement
Application for Foreign Expert (Level 3), Mahidol University

Mahidol University, Thailand, is seeking a native English speaker to assist its International Relations Division based at the Office of the President, Salaya Campus. This is an ideal opportunity for someone who would like to work for one of Thailand's top research and higher learning institutions.

Responsibilities include assisting the international relations team in a variety of roles as follows

1. Managing International Partnership

- Conducting preliminary scoping analyses on potential international partners for Mahidol University in assigned regions, suggesting possibilities of collaboration (research, education, student/staff mobility, recruitment and others) and establishing initial discussions with selected international partners, in consultation with the Vice President for IR and the IR Division;
- Developing strategies, implementing and managing collaborative projects/activities in the assigned regions and with international partners, including but not limited to, routine correspondence, workflow preparation, project briefing and debriefing and so on;
- Facilitating inbound visits for international partners and outbound visits for Mahidol University executives and staff; and
- Any other tasks assigned by the Vice President or the IR Division.

2. Analyzing Data relating to International Partnership

- Analyzing essential information and data to help identify and expand the collaboration with potential future partners;
- Analyzing data on specializations and Mahidol University faculty/institutional profiles; and
- Any other tasks assigned by the Vice President or the IR Division.

3. Writing Proposals and Managing Funded Projects

- Writing proposals or concept notes for external funding, e.g. for capacity development projects, mobility programmes with foreign granting agencies and so on;
- Liaising with funding agencies/governments and providing support to Mahidol University's implementing units (grantees, faculties/institutes/faculty members/students or other concerned parties) to ensure the smooth operations of the funded projects;
- Monitoring funded projects with a systematic evaluation process, e.g. regular briefings, assessment of project progression, preparation of project documentation, facilitating disbursement/reimbursement and so on;

- Developing or facilitating the production of knowledge products as required in the project details; and
- Any other tasks assigned by the Vice President or the IR Division.

4. Others

- Undertaking other duties not specifically stated above, which from time to time are necessary for the effective performance of the University business without altering the nature or level of responsibility involved.

Requirements:

- Foreign national;
- A minimum of a Bachelor's degree;
- Excellent verbal and writing skills in the formal English language are required;
- Proficiency in other foreign languages, apart from English, will be an asset;
- Proficiency in the use of MS Office and other software is required;
- Proven professional experience focusing on global engagement or international relations or working experience in other higher education institutions will be an asset; and
- Willingness to travel abroad and work after hours from time to time.

Salary: 43,810 + 8,000 (Accommodation allowance) Baht per month

Announced on October ,2023

(Prof. Wachira Kochakarn, M.D. FAC S.)

Vice President

Acting on Behalf of the President