



Faculty of Public Health Announcement
Recruitment of Foreign Employee

The Faculty of Public Health, Mahidol University, would like to recruit a native English speaker with public health experience to fill the position of Foreign Expert at Dean's Office, Faculty of Public Health, Mahidol University. Applicants must possess qualifications as specified in the attachment (p.2) 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 <https://www.ph.mahidol.ac.th/en/jobs/> from 7 June 2024 until 30 June 2024 or inquire at 0-2354-8543 ext. 1103

Documents supporting the application are as follow:

1. Photograph of a straight face, wearing a formal suit, taken not more than 6 months (jpg or png 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) – x1 copy
3. Academic transcript(s): bachelor's degree, master 's degree – x1 copy each
4. Passport with non-immigrant visa

Examination details: Interview

Date, time and place of examination: July 9th, 2024 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/>

Location: 420/1 Ratchawithi Rd., Thung Phaya Thai, Ratchathewi, Bangkok 10400

Application portal: <https://www.ph.mahidol.ac.th/en/jobs/>

Announcement made June 7th, 2024

A handwritten signature in blue ink, appearing to read 'P. Soontornpipit', written in a cursive style.

Asst.Prof. Dr.Pichitpong Soontornpipit

Deputy Dean

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

June 7, 2024

Position: Foreign Expert

Working unit: International Relations and Networking , Faculty of Public Health, Mahidol University

Qualifications:

1. Bachelor's degree/Master's degree specializing in public health or other health-related fields
2. 1-2 years working experience in international cooperation communication, diplomacy communication, business administration, general management, general administration, or other related branches
3. Foreign nationals age not over 45 years
4. Knowledge and ability to use Microsoft Office computer for the performance of duties
5. Must have any of the listed English language test scores not older than 2 years as shown below*:

IELTS (Academic Modul: score not less than 6.5-7.0) TOEFL IBT (Internet Based : 79-95 points)

TOEFL - ITP (Point not less than 550-587)

TOEFL-CBT (Point not less than 213-240)

TOEIC (Point not less than 605-780)

* Native English speakers do not require English language test scores

6. Able to work full time, Monday - Friday, 8:30am - 4:30pm

Responsibilities

1. Check and edit Manuscript and Abstract of teachers, staff and students of the Faculty of Public Health
2. Correspond with electronic letters (e-mail) with partner institutions
3. Draft official English letters and various certifications
4. Write various projects in English. To support faculty policy and international affairs

5. Help check and edit project news. and various activities of the faculty and international affairs in English To post on the faculty website and universities
6. Help coordinate various online projects of international affairs
7. Prepare an evaluation form for various international affairs projects
8. Summary of project information and various activities of international work to prepare the MUKPI report
9. Coordinate the signing of the academic memorandum of understanding (MOU) and keep the information up-to-date.
10. Prepare minutes of the meeting (Minutes of the Meeting).
11. Summary of monthly reports on various activities of international affairs.

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

Fringe benefit: Social Security Insurance

Term of employment: Employment contract ends September 30, 2024 (with possibility of renewal)

Selection criteria: Interview