



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. Capacity Building

- Writing reports and proposals for capacity building projects and CIFAL project.
- Managing SDGs data collection (courses and projects).

2. Research Partnerships

- Supporting and maintaining international research collaborations with universities and institutions.
- Assisting researchers in developing proposals for joint research projects.
- Ensuring compliance with international research standards and agreements.
- Overseeing global research projects, ensuring alignment with goals and timelines.

3. Mobility

- Assisting the Mobility Team in inbound and outbound, student mobility by providing guidance on travel arrangements.
- Offering pre-departure briefings to cover cultural adjustment and academic expectations.

4. Other Tasks as Assigned

- Performing additional duties related to global partnerships and project support as needed.

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 November, 2024

(Ms. Nara Pao-in)
Vice President for People Management and
Organization Development
Acting on Behalf of the President