

JOB DESCRIPTIONS

JOB TITLE: ผู้ช่วยนักประสานงานโครงการ (Project Assistant)

DEPARTMENT: Office of Strategy and Planning

JOB LEVEL: 11

JOB FAMILY: Academic

ABOUT THE PROGRAMME

The Office of Strategy and Planning (OSP) is working on a project called the 'Borderless Youth Forum' that seeks to connect and empower passionate youth across the globe to innovate solutions targeted at improving justice and the rule of law. Leveraging on technology and the design thinking approach, Thailand Institute of Justice, in partnership with the United Nations on Drugs and Crime, launched the first phase of the forum covering the Asian region. At first launch, over 150 youths from 10 Asian countries, along with over 20 experts collaborated to produce 26 prototypes for justice. After it showcase at the 28 session of the commission on crime prevention and criminal justice at Vienna, Austria, next step for the project is to expand the coverage beyond Asia to connect Europe-Asia-Africa and later the Americas. The hope is to inspire youths to take action to improve justice as well as amplifying voices of youth around the world. The youth global dialogue is planned to be showcased at the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice, which will be held in Kyoto, Japan in 2020.

REPORTING LINES:

Post holder report to: Project Coordinator

Staff reporting to this post: None

KEY RESPONSIBILITIES:

- Support Project Coordinator in conducting desk research on topic focused of the Borderless Youth Forum project in global context - Asia, Europe, Africa and Americas. The topics including, but not limited to, gender-based violence, access to justice, culture of lawfulness, youth engagement, education for justice, innovative tools to create collaborative platform for collective action, and effective social reintegration frameworks;
- Assist Project Coordinator in organizing meetings, workshops, trainings and all events related to the Borderless Youth Forum project. Responsible for the administrative aspect of the events. This includes: draft required documents (e.g. agenda, concept note, background papers, etc.), identify speakers and participants, managing technological programs and maintain the smoothness of the event, assisting on the note-taking throughout these events;
- Coordinate and draft emails for corresponding & communicating with potential stakeholders in respective countries
- Update the profile database of the experts and participants of the Borderless Youth Forum
- Draft internal memos, meeting minutes and other reports;
- Maintain project files and documents;
- Collaborate with Project Coordinator in drafting keynote speeches and talking points for the Executive Director and other key speakers;
- Assume additional responsibilities as needed or requested.

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QUALIFICATIONS:

Experience and Knowledge

- At least a bachelor degree in political science, international relations, law, social sciences or other relevant disciplines;
- Experience: 0-3 years of experience in research and project-based support related to crime prevention and criminal justice system or other relevant work;
- Willingness and ability to travel both domestically, which may include overnight and weekends on occasion, if necessary.

Skills/Abilities

- Excellent organizational skills, service-minded, punctual, self-motivated and proactive
- Ability to work in a team;
- Strong interpersonal skills and cultural awareness
- Fluency in English and Thai language; and
- Good Computer skills (Microsoft Word, Excel, Powerpoint).

Last Updated: 23 November 2018

Note: This job description is not incorporated in the employment contract .It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments and following discussion with the incumbent .S/he will be expected to work to agreed objective, which should facilitate achievement of the responsibilities in accordance with the performance review process.