

## CALL FOR APPLICATIONS AUN-HRE Administrative and Finance Assistant

### ABOUT AUN-HRE Project

The ASEAN University Network - Human Rights Education (AUN-HRE) is a network of academic collaboration among 30 member universities of the ASEAN University Network. AUN-HRE's main objectives include enhancing capacity of AUN member universities in developing courses in human rights and related fields and strengthening network of experts and scholars in human rights and peace studies for regional collaboration. AUN-HRE is hosted by the Institute of Human Rights and Peace Studies, Mahidol University.

### The Position:

- The Administrative and Finance Assistant (AFA) will be part of a team consisting of the AUN-HRE Convener and the Education Manager to support and ensure an effective implementation AUN-HRE project.
- The AFA will be responsible for timely preparation of budget and expenses related documents including necessary TORs and contracts.
- The AFA will also work with the relevant IHRP staff members responsible for operations, finance, procurement, human resource and planning to ensure a smooth coordination and running of AUN-HRE project.
- The AFA will support the organization of workshops and seminars of the project.

### Qualifications:

We are looking for a committed individual with a growth mindset who possesses a good Thai & English communication skill, and with at least 2-5 years' experiences in similar job roles. Work experience in higher education institutions would be an advantage.

Salary: 30,000 Baht per month

### Application:

Interested persons should send their application including:

1. A cover letter explaining why they are interested in this position and their relevant qualifications.
2. An updated Curriculum Vitae.

Please send the above documents to: [aunhre\\_secretariat@mahidol.ac.th](mailto:aunhre_secretariat@mahidol.ac.th) **before March 20, 2024 (23:59 GMT+7).**