

WE ARE **HIRING!**



JGSEE



King Mongkut's
University of
Technology
Thonburi

PROJECT

Thai-German Cooperation on Energy, Mobility and Climate (TGC-EMC)

OPEN POSITION

Administrative officer 1 position

CALL FOR INTEREST (Qualifications)

- Thai nationality only
- A master's degree in science or engineering with experience in project administration for at least 3 years
- Being proactive, having a positive attitude and the ability to collaborate with others
- Willingness to learn new things and working independently
- Able to work under pressure and adhere to tight deadlines
- Excellent English skills and able to work in an international environment
- Good communication skills

RESPONSIBILITIES

- Assist the project lead to coordinate project activities, to ensure deadlines and meet compliance requirements.
- Consolidate and prepare technical project reports.
- Review and process compensation payment request for project members.
- Monitor balance of budget as against the overall project budget.
- Initiate and consolidate annual and quarterly budget disbursement.
- Participate actively in co-ordination work with project members.
- Other tasks assigned by the project lead.



APPLY NOW

Please carefully read the ad and submit a CV and a cover letter in English to

Name: Assoc. Prof. Dr. Suneerat Fukuda

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cc: admin.tgcemc@kmutt.ac.th