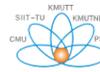


# WE ARE **HIRING!**



**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

**E-mail:** suneerat.pip@kmutt.ac.th with

**cc:** admin.tgcemc@kmutt.ac.th

