



Job Vacancy: Project Coordinator

Location: Telecommute; preferably based in Thailand or within Southeast Asia
Hours : Full-time
Contract: Fixed Term
Salary : Negotiable

About us:

The Global Center for Good Governance in Tobacco Control (GGTC) is a combination of the academic discipline, diversity, and global reach of the School of Global Studies, Thammasat University and the expertise of Southeast Asia Tobacco Control Alliance (SEATCA)'s leaders in countering tobacco industry interference to move tobacco control measures forward at the national, regional, and global levels.

With the support of the Ministry of Public Health Thailand, GGTC was designated by the FCTC Secretariat to serve as the Knowledge Hub on Article 5.3 to promote the tobacco control treaty obligation on protecting public health policies against tobacco industry interference.

Our Mission:

We aim to lead in providing the world with the capacity to promote policy coherence in tobacco control and to counter tobacco industry interference at the national, regional, and global levels.

The Project:

The Stop Tobacco Organizations & Products (STOP) project, funded by Bloomberg Philanthropies, is aimed at establishing a tobacco industry watchdog. The project had been awarded to a partnership among the Global Center for Good Governance in Tobacco Control, Thailand, the Tobacco Control Research Group at the University of Bath, United Kingdom, and the International Union Against Tuberculosis and Lung Disease and Vital Strategies, New York.

Duties:

The Project Coordinator is expected to:

1. Implement and monitor detailed project plan, including provision of technical and administrative support.
2. Coordinate the delivery of project objectives, particularly in promoting policy coherence.
3. Ensure alignment with developmental issues.
4. Research, draft, and prepare customized briefs including PRs and social media content.
5. Coordinate, facilitate, and assist in the conduct of international and regional workshops on various themes for a whole-of-government approach.
6. Assist in preparing workshop materials, fact sheets, tools, reports, position papers, and other related documents.
7. Provide assistance in the conduct of in-country consultations.
8. Assist in ensuring that project systems are set up and maintained appropriately for the efficient and effective implementation of the project.
9. Perform other related functions.

Education:

Criteria	Essential	Desirable
Master's degree (or equivalent) in public management/administration, public policy, governance, development studies, international relations/studies, social sciences, political science, economics, or a related field from a reputable university.	√	
Other relevant qualifications or postgraduate training in the aforesaid areas.		√

Experience, skills, and aptitudes:

Criteria	Essential	Desirable
Has extensive background and experience (at least 5 years) on project coordination and research, including at the regional/global levels.	√	
Interacts effectively with all levels of the organization, including senior management.	√	
Proven networking skills, and the ability to proactively build productive working relationships with internal and external partners/stakeholders.	√	
Excellent writing, proofreading, and editorial skills with exceptional attention to detail.	√	
Very effective at multi-tasking, and with ability to remain calm, effective, positive, in control, and good humored even when under pressure and tight deadlines.	√	
Consistently approaches work with energy and a positive, constructive attitude.	√	
Initiative in identifying and recommending new approaches.	√	
Willingness to work flexibly as part of a team and respond to urgent requests.	√	
Flexibility to work across a range of disciplines, cultures, and time zones.	√	
Experience in preparing project proposals.	√	
Advanced Microsoft Project, Excel, PowerPoint, and Word skill.	√	
Excellent written and verbal communication skills; fluent in spoken and written English.	√	
Aside from English, the candidate can communicate in at least one (1) additional official language of the United Nations particularly French, Russian, or Spanish.		√
Strong background in tobacco control work and clear understanding of tobacco control issues.		√
Knowledge and experience of working in public health, policy advocacy, policy-making, and research.	√	
Focuses on impacts and results as well as takes ownership for delivering outcomes.	√	

Core values, guiding principles, and competencies:

- **Integrity:** Demonstrate consistency in upholding and promoting the values of GGTC.
- **Professionalism:** Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.
- **Cultural Sensitivity and Valuing Diversity:** Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.
- **Ethics and Values:** Demonstrate and safeguard ethics and integrity.
- **Organizational Awareness:** Demonstrate corporate knowledge and sound judgment.
- **Development and Innovation:** Take charge of self-development and take initiative.
- **Work in Teams:** Demonstrate ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.

- **Communicating and Information Sharing:** Facilitate and encourage open communication and strive for effective communication.
- **Self-Management and Emotional Intelligence:** Encourage learning and sharing of knowledge and demonstrate informed and transparent decision making.

How to apply:

Interested candidates are invited to submit their CV, letter of interest, and other work-related credentials in English to admin@ggtc.world, with the subject line “Project Coordinator” not later than 25 January, 2019, 5:00 pm (Bangkok time). Please include your salary expectations. Only shortlisted candidates will be contacted by 31 January 2019