



VACANCY ANNOUNCEMENT

The Office for National Education Standards and Quality Assessment (Public Organization) announces a vacancy for a Foreign Assistant to the Director (1 position)

Qualifications :

- Native-English speaker
- Age not over 35 years old
- Minimum Bachelor's Degree

Job Tasks and Responsibilities :

- Collaborate within the office and with international entities
- Domestic and international travel required. Make and process travel arrangements and expense reports

Knowledge, Skills and Abilities :

- Knowledge of MS Word, Excel, Outlook, PowerPoint Presentation
- Coordination and communication skills
- Ability to plan and to prepare reports
- Ability to multitask
- Ability to maintain confidentiality

Applicants interested in the above position should send their resume, certified transcript, copy of passport declaration page and 2 reference letters to Human Resource Unit, at the Office for National Education Standards and Quality Assessment (Public Organization) 24th Floor, Phayathai Plaza Bldg., 128 Phayathai Rd., Rajthevee, Bangkok 10400. Tel. 02-216-3955 ext.122-123

For a detailed job description, please visit www.onesqa.or.th/en and choose Job Opportunities. Please print and complete application and submit with the above-requested documents to hr.onesqa@gmail.com

Closing date for applications is 31 January 2016. Only short-listed candidates will be contacted.

1. Candidate Announcement	February 8, 2016 (on www.onesqa.or.th/en)
2. Interview schedule	February 17, 2016
3. Selection Result Announcement	February 26, 2016

Please note that the schedule may be changed when warranted.

Candidates who do not attend the interview at the specific date and time will not be considered.



Prof. Dr. Channarong Pornrungrroj
Director, Office for National Education Standards
and Quality Assessment (Public Organization)