



Mahidol University Announcement
Application for Foreign Expert, Mahidol University

Mahidol University has opening for the position of Foreign Expert (Level 1) to work at Institute of Human Rights and Peace Studies. Office of the president with details below;

1. Qualifications

- 1) Earned doctorate degree in either Human Rights, Peace Studies, or other related fields in Social Science
- 2) Proficiency in English academic writing
- 3) Strong organizational and management skills
- 4) Very good communication and coordination skills
- 5) Knowledge of human rights or peace studies or related fields
- 6) Professional experience with academic publishing will be given priority

2. Responsibilities and Job description

- Responsible as Assistant Editor to support the editor-in-chief of the Human Rights and Peace Studies (HRPS) journal
 - To ensure high quality of HRPS journal that scholarly articles are professionally edited and published according to criteria set by the Thai Journal Index Citation Centre and SCOPUS
 - To provide comprehensive professional administrative support and guidance to the editorial team of the HRPS journal, including for example:
 - review and monitor the outreach of the HRPS Journal regarding submissions, readership
 - develop a database and help cultivate a network of article reviewers
 - identify funding opportunities for the HRPS and help manage the budget allocated for the journal and monitor expenses
- Take part in developing, organizing and/or teaching academic writing skills for graduate students, staffs and faculty of IHRP
- Provide a consultation to improve language and academic writing skills for IHRP students/faculty members upon request or as assigned
- Teaching in human rights- or peace-related coursework for IHRP students

3. Application and Documents

Please submit an application form along with documents required below by walk-in or post to **Institute of Human Rights and Peace Studies Panyaphipat Building, 999 Moo 5 Phuttamonthon 4 Road, Salaya, Nakhon Pathom 73170** or via e-mail: **kannika.kak@mahidol.edu** from now to **January, 29th 2021**.

Documents Required;

- 1) Cover letter
- 2) Curriculum Vitae (CV)
- 3) 2 letters of Recommendation
- 4) Examples of 2-3 selected academic writings or publications, preferably related to human rights and/or peace studies

4. Examination Process: Consider from Application documents, academic presentation and interview

5. Salary: 32,510 (+ 8,000) Baht per month (for Foreign Expert with PhD. Qualification)

Announced on December, 2020

(Assoc.Prof. Thanya Subhadrabandhu)
Vice President
Acting on Behalf of the President



PHOTO

Taken within the last 6 months (3x4 cm.)

APPLICATION FORM

Position Sought _____ Department _____
(Please write in BLOCK letters)

Personal Data

First Name Mr. Mrs. Miss _____ Middle Name _____ Last Name _____

Date of Birth (day/ month/ year): |_|_| / |_|_| / |_|_|_|_| Age _____

Birth Place _____ Marital Status _____ Spouse's Name _____

Passport No. _____ Issued at _____ Date of Issue _____ Expiry Date _____

Current Address (In Thailand) _____ City/ Province _____

Permanent Address _____ City/ State _____

Tel. _____ Mobile _____ E-mail _____

Educational Background

List in order all of the institutions you have attended. All of the official transcripts or certificates over high-school level are required.

Name of Institution	Location/ Country	Degree	Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Degree/ Certificate used to applied for job

Educational Level	Name of Institution	Degree	Field/ Major	Year Received
_____	_____	_____	_____	_____

Employment Record

List in order all the experiences you have worked.

Work Period (year)	Position	Work Place	Salary	Reason for Leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Medical Record

Health Insurance No. _____ Insurance Company _____
Blood Group _____ Allergies: _____ Medications _____
In Emergency Contact: (Please Identify) _____ Relationship _____
Tel: _____ Fax: _____ Mobile: _____

Reference Person

Name of Local Guarantor _____ Relationship _____
Address _____ Tel: _____
Name of Guarantor in Thailand _____ Relationship _____
Address _____ Tel: _____

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position. Any published document could be attached as paper.

I certify that all information above is all truth and understand that there is no any application fee.

Signature _____ Date _____

All information will be kept strictly confidential

----- *FOR OFFICIAL USE* -----

Application Documents:

- 1 photo 3x4 cm.
- 1 copy of passport
- 1 copy of visa
- 1 copy official transcript or certificate
- 1 copy of driving license
- 1 letter of previous working credential

Authorized Signature

Date