Announcement of Institute for Population and Social Research, Mahidol University
Application for Foreign Expert Position

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The Institute for Population and Social Research, Mahidol University, invites applications for the position of Foreign Expert, detailed as follows:

1. **Position:**

   One position of Foreign Expert (see detailed information attached)

2. **Qualification:**

   All applicants must hold qualifications set down by Mahidol University's Regulation on University Staff B.E. 2551, and the applicant must have the qualifications for this position as outlined in the attached information details.

3. **Date and application:**

   All applicants are required to send application documents as written in No. 4 in electronic files (PDF) via e-mail to Mr.Pannawat Thuenklin at Pannawat.thu@mahidol.ac.th from now until **August 25, 2025.**

4. **Required documents (in PDF format):**

   4.1 Statement of interest

   4.2 Application form for University Staff Position and 1"x1"one passport photo (taken within six months)

   4.3 C.V. and publication (s) in the past five years (required)

   4.4 A copy of degree certificates (Master and doctoral degrees)

   4.5 A copy of transcripts (Master and doctoral degrees)

   4.6 Proof of English proficiency test result, either TOEFL or IELTS

   4.7 A copy of passport

   4.8 Name and contact details of two referees

   4.9 Abstract and full paper for presentations

   4.10 Recommendation letters from previous employers (if any)

5. **Announcement of shortlisted applicants for academic presentation and interview:**

   Shortlisted applicants will be informed of the date, time, and venue for academic presentation and interview.

Announced on July 25, 2025.

(Associate Professor Chalermpol Chamchan, Ph.D.)
Director of Institute for Population and Social Research

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- **Vacant position:** Foreign Expert (1 position)

- **Qualification:**
  1. Non-Thai nationality
  2. Willingness to work in a Thai university setting
  3. Master's degree or higher in a relevant field, or equivalent experience
  4. TESOL certification or similar credentials is optional but preferred
  5. Additional expertise in one or more of the following is a plus
     - Integration of content and language learning
     - English literacy development for Asian language learners
     - Technology-enhanced English instruction
  6. Be a proficient user of English language. Applicant's English proficiency test result must meet the criteria of English Language examination for University Employees, B.E. 2559, and the test score must be valid for no more than two years from the date of application submission.
     - IELTS (Academic Module) overall score of 6.0 or more
     - TOEFL iBT (Internet-based) 79 or more
     - TOEFL-ITP 550 or more
     - TOEFL-CBT 213 or more

     If the applicant does not have an English test score listed above, they must have completed a degree program taught in English (international program) from a country where English is an official language.

- **Key Responsibilities:**

  1. Journal Manager (JPSS)
  - Oversee the end-to-end publication process of JPSS
  - Maintain and update the JPSS website
  - Screen submitted manuscripts to assess alignment with JPSS policy and scope before initiating the review process
  - Maintain and enhance the quality of the reviewer database
  - Proofread accepted papers and ensure formatting compliance
  - Prepare and maintain annual publication schedules, considering timelines and budget
  - Continuously improve workflows to ensure timely publication
  - Generate performance reports for the Editor-in-Chief

  2. English language expert (20-30%)
  - Teach and facilitate "Academic Reading and Writing in the Social Sciences" course
  - Develop and conduct short course training on reading and academic writing for IPSR staff and external participants
  - Editing and proofread for English documents and material for IPSR
  - Offer one-on-one tutorials and mentorship to students in the course

Required Skills

- Excellent written and verbal English communication
- Strong interpersonal and service-oriented skills, able to work with diverse groups
- High attention to detail and proofreading accuracy
- Ability to manage multiple tasks and priorities independently or in a team
- Discretion and sound judgment, especially with confidential materials
- Strong organizational and time-management skills
- Proficiency in word processing, databases, spreadsheets, and online platforms
- Familiarity with website management systems (e.g., Joomla) is a plus
- Adaptability to a dynamic and fast-paced work environment
- Working knowledge of AI tools for academic writing, such as language models, citation managers, and grammar checkers
- Familiarity with AI-generated content detection tools (AI detectors) to assist in maintaining academic integrity

- **Selection procedure:**

    First round: Applicants will be shortlisted.

    Second round: Shortlisted applicants will present their academic work and attend an interview

- **Salary and Benefits**
    - Minimum salary: THB 37,120/month

    - Accommodation (8,000 Baht/month)

    - Thai government social security provided

Application Process

-Send application documents as written in No. 4 in electronic files (PDF) via e-mail to Mr. Pannawat Thuenklin at pannawat.thu@mahidol.ac.th from now until August 25, 2025.

-Qualified applicants will be notified of the date, time, and venue for the writing test and interview.