Position: Digital Archivist

Duration:

Reports to: CCSDPT Administrator and CCSDPT Executive Committee

Job type: Part-time

Overview

The Committee for Coordination of Services to Displaced Persons in Thailand (CCSDPT) is an umbrella organization and communications network for non-governmental organizations (NGOs) who meet on a regular basis to coordinate and exchange information concerning support to displaced persons living in Thailand. Formed in 1975, CCSDPT has continuously represented the member organizations interests to the Royal Thai Government, other international organizations and embassies.

CCSDPT has formed an agreement with the Office of Academic Resources (OAR) of Chulalongkorn University to digitally archive key documents of the CCSDPT and make them publically available as part of a Digital Archive on Displaced Persons in Thailand. CCSDPT agrees to donate selective contents in digital format from its in-house documents, including but not limited to reports, statistics, meeting minutes, dated back unto 1980’s. The content shall contain non-critical sensitive issues and relates but not limited to migration in Indochina, ethnic migrants, refugees in Southeast Asia, and displaced persons in Thailand. OAR shall provide electronic storage on its online open-access platform to establish, keep, manage the Digital Archive on Displaced Persons in Thailand, and make it available to the public for educational, non-commercial purpose.

The Position

Working under the supervision of the CCSDPT Administrator, the Digital Archivist will be responsible for the preparation of the CCSDPT digital archive. Specific duties will include:

1. Consolidation and organization of current CCSDPT Archive.
2. Development of criteria for inclusion into the Digital Archive.
3. Collaborate with representatives of OAR to identify and learn the archive platform to be used.
4. With CCSDPT Administrator and CCSDPT Executive Committee, determine classification/index system.
5. With CCSDPT Administrator, determine appropriate workflow to digitally archive selected documents.
6. Ensure all archive documents are accurately transformed to a digital format and transferred to the OAR digital archive platform.
7. Develop a process to ensure the archive can be easily updated periodically.
Essential Minimum Qualifications and Professional Experience Required:

Strong English language proficiency – especially reading and comprehension
Excellent demonstrated organizational skills
Experience working with content management systems

Education: university degree in library, archival or information management; or in history or related discipline with relevant demonstrated experience.

Work Experience: At least one year experience in archival management or multiple years’ experience in file management.

Candidates should submit their application including CV by email to: tik@ccsdpt.org
Applications will be accepted until 31 March 2020
Only shortlisted candidates will be notified for interview.