



**APSCO**  
ASIA-PACIFIC SPACE COOPERATION ORGANIZATION

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กองกิจการอวกาศแห่งชาติ	
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APSCO/2020/A&F/043g

NOTE VERBALE

The Asia-Pacific Space Cooperation Organization (APSCO) presents its compliments to the National Digital Economy and Society Commission (ONDE), Kingdom of Thailand and has the honor to inform as follows:

Mrs. Sun Qing, Director General of Department of Administration and Finance, has submitted resignation to Secretariat of APSCO due to her personal reason and she will leave post on December 31 2020. The Secretariat of APSCO appreciate her excellent performance and great contribution to APSCO.

The Secretariat is opening the post of Director General of Department of Administration and Finance for nomination in line with the Service Regulations and Service Rules of APSCO (Second Version).

All Member States are invited to nominate 1 candidate for the post, and please be noted that the nominated candidate shall meet the requirements listed in the Criteria and Responsibilities of this post in the following attachment.

Please send the nomination together with the candidate's CV to Ms. Zhu Ping, Chief of HR of the Department of Administration and Finance (Tel: 86-10-63702677-508 Fax: 86-10-63702286; Email: [zhuping@apsco.int](mailto:zhuping@apsco.int)) **no later than November 30, 2020.**

APSCO would like to avail itself of this opportunity to renew to the National Digital Economy and Society Commission (ONDE), Thailand the assurances of its highest considerations.

September 30, 2020

Attachment: Responsibilities & Criteria of the Director-General of the Department of Administration and Finance

Mrs. Vunnaporn Devahastin, Secretary General  
Office of the National Digital Economy and Society Commission  
National Digital Economy and Society Commission (ONDE), Bangkok, THAILAND  
Fax: 662 143 8027

Cc: Royal Thai Embassy, Beijing, China  
Ms. Pasupha Chinvarasopak [pasupha@gmail.com](mailto:pasupha@gmail.com) Fax: 85318714

<http://www.apsco.int>

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## *Attachment*

### **Responsibilities of Director General of the Department of Administration and Finance**

1. Responsible for the management of the Department of Administrative and Financial, including official documentation and secretary management, office building management, internal assets management and supervision, human resources management, daily management of finance, budget and audit, and proposing office information system requirements.
2. Responsible establishing and maintaining the good relationship with such related Departments and institutions of host country as MFA, MIIT, CNSA, Local Tax Bureau, Banks, Housing and Service Company, Schools, Police Offices and the Owner of the headquarter building for necessary support.
3. Establishing and perfecting the related rules and regulations including rules on administration, financial management and audit management.
4. Responsible for software and hardware maintenance of the office information system and the website, and providing technical support.
5. Assigning and guiding the work of the staff of the department.
6. Coordinating and supporting the work of the other departments.
7. Responsible for daily and annual work reports of the department.
8. Other matters assigned by the Secretary-General or Deputy Secretary-General.

### **Criteria for Director General of the Department of Administration and Finance**

1. Candidate should be under age of 60 years at the time of application date.
2. Holds bachelor degree or higher in relevant field.
3. Over 10 years of relevant experience.
4. With official identity and serving as deputy director general of department / bureau or higher or with equivalent professional title.
5. Familiar with the situations and policies in Asian-Pacific countries; having experience for international space program cooperation.
6. Field specific knowledge.
7. Skilled in computer operation.
8. Proficient in reading, writing and spoken English.