

## Job Description

1. **Designation** : Deputy Director (Administration & Communication)
2. **Category and Grade** : Professional Category, P-4
3. **Basic Salary per Annum** :
 

Year I	US\$ 40,419.-
Year II	US\$ 42,796.-
Year III	US\$ 45,173.-

4. **Installation Grant** : Without dependents US\$ 2,055.-

(For staff members whose recognized home is in a city other than that of the duty station) : With dependents:  
 for the staff member US\$ 4,110.-  
 for each dependent US\$ 2,055.-  
 to a maximum of 3 dependents

(Dependents mean spouse and children who are unmarried and under the age of 18 years or, if in full time attendance at an educational institution, under the age of 21.)

5. **Living Allowance** : Baht 18,185.- per month
6. **Tenure of Appointment** : A term of three years and be eligible for re-appointment, but limited to two consecutive terms and on exceptional cases, it can be extended for one more term if proven to have excellent performance.

7. **Duties and Responsibilities** :

Reporting to the SEAMEO Secretariat Director, the Deputy Director (Administration and Communication) will be overall in-charge in the administration and communication of the Secretariat as well as the financial management of the Organization, and assist the Director in planning the future strategic role of SEAMEO in Southeast Asian region and beyond. He/She is also responsible for the supervision of all staff under his/her charge. The specific duties responsibilities of the incumbent are as follows:

- a) Take charge of the day to day supervision of the administration of SEAMEO Secretariat including all administration, communication, computer system and financial operations.
- b) Plan and develop the facilities and infrastructures for a communication and networking strategy for the Secretariat that will expand the impact of SEAMEO to interested institutions and countries and also to support the marketing strategies and activities of SEAMEO.

- c) Assure the efficient and effective management of funds for the Organization and availability of up-to-date and accurate information regarding all aspects of SEAMEO funding activities, especially on the status of funds, funding requirements, and other data required for the preparation of reports to ensure the smooth operations of the Organization and its activities and also for SEAMEO Secretariat to implement donor contacts and keep the Council informed.
- d) Take charge of staff development including the plan and development of skills in SEAMEO Secretariat and SEAMEO Centres to support the network.
- e) Maintain close working relationship between SEAMEO Secretariat and the Regional Centres/Network in matters related to financial aspects.
- f) Carry out special projects/activities related to finance and funding activities as assigned by the Director.
- g) Support and collaborate with Deputy Director (Programme and Development) in conducting the marketing activities of SEAMEO Secretariat.
- h) Carry out duties as Acting Director/Officer-in-Charge of SEAMEO Secretariat when assigned to do so in the absence of the Director.
- i) Assume any other responsibilities and functions which may be assigned by the Director of SEAMEO Secretariat from time to time.

8. **Qualifications and Experience Required:**

Education :

A university degree in Social Science, Education, Management, Economics and Finance or related fields. An advance post-graduate Diploma or a degree (Master or Doctoral) in these fields is an added advantage.

Experience :

Experience in a management position, preferably in planning and administrative and/or financial management as well as ICT management. Exposure to working in an international environment is highly desirable.

Language :

Must have excellent command of English, both oral and written.

Personality :

Must possess good leadership qualities. Must have excellent interpersonal relations and willing to work as a team. Must possess firm decision-making abilities. Must possess self-discipline necessary to work under stress and pressure and to work on details professionally. Since SEAMEO is a unique international organization, creativity and imagination in leadership are required rather than bureaucratic approach to management.

Must be a national of a SEAMEO Member Country.

Age : 45-55 on the date of appointment.

9. **Privileges and Immunities** : Please refer to Article 12 of the Agreement between the Government of Thailand and SEAMEO regarding the Headquarters of SEAMEO in Thailand, the extract of which is herewith enclosed.
10. **Medical Benefits** : Free medical care under the Group Health Insurance and annual medical examination.
11. **Limitations on Employment** : Please refer to Rule 104.1 (a) and (b) of the SEAMEO Secretariat Staff Regulations and Staff Rules.

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