

**Post Description**

1. **Designation** : Programme Officer III (Information)
2. **Category and Grade** : “Professional” category, P-2
3. **Basic Salary Per Annum** : Year I : US\$ 24,115.-  
Year II : US\$ 25,533.-  
Year III : US\$ 26,951.-
4. **Installation Grant** : Without Dependent : US\$ 2,055.-  
  
(For staff member 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 education institution, under the age of 21)
5. **Living Allowance** : Baht 17,828 monthly
6. **Tenure of Appointment** : A term of three years and be eligible for reappointment, 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** : Reports to Deputy Director (Programme and Development) and works as a professional without subordinate.

I. Project Development and Implementation

- Plans, develops and administers programmes/projects/activities including getting budget endorsement and logistics arrangement through appropriate channel<sup>[1]</sup> of the Secretariat.
- Prepares, consolidates and edits data/information provided for programme planning documents, project proposals, project documents and project implementation reports including experts' job descriptions/TORs, curricula vitae, work plans, progress reports/ final reports, fellowship programmes and reports on evaluation, follow-up activities and recommendations.
- Assists the Director and the Deputy Director (Programme and Development) in coordination and negotiations with governmental and non-governmental organizations and institutions, specialized agencies and multilateral and bilateral partners for cooperation and possible funding.

- Prepares technical papers relating to programmes and projects when required.

## II. Information Development and Communication

- Prepares public information/contents related to SEAMEO programmes/projects/activities.
- Coordinates with the Communication Unit to ensure an effective mechanism in promoting and publicizing the activities through website, mass media, publications, exhibitions, and other appropriate means.
- Replies and takes necessary action on requests for information including exchange of information and materials with other organizations and institutions.
- Maintains good relations with stakeholders from Member Countries, Associate Member Countries and SEAMEO partners as well as liaises and ensures good public relations with the mass media in all the SEAMEO Member Countries.
- Arranges press conferences and prepares communiqué, press releases, speeches, remarks and other public statements of the SEAMEO Secretariat.
- Establishes close and effective working relations with officers responsible for public information in the SEAMEO Units, SEAMEO Affairs Officers in the Member Countries and Associate Member Countries and public relations personnel of SEAMEO partners.
- Supervises the production (including editing and proof-reading) and distribution of all SEAMEO Secretariat publications, working papers, reports and reference documents.
- Coordinates with the SEAMEO Units in compiling and maintaining up-to-date information about the organization.

## III. Conferences/Seminars/Workshops/Meetings

- Plans and coordinates conferences, seminars, workshops, and meetings and serves as rapporteur in these activities.
- Prepares, edits and proofreads SEAMEO papers, proceedings, working papers and final reports of conferences, seminars, workshops, and meetings.

## IV. Other Duties

- Performs other related duties as assigned by the Director and the Deputy Director (Programme and Development).
- Working as a team work with other related divisions in the SEAMEO Secretariat

## 8. Qualifications and Experience Required

- a. An advanced degree in Mass Communications, Communication Arts, Marketing or related fields.
- b. Substantial experience in writing public information and experience in the production of publications with working knowledge of journalism practice.
- c. At least five-year professional experience in planning and implementation of programmes/projects in an international organization, or other development-oriented agencies/institutions.

- d. Experience in writing of articles, stories and publications is an advantage.
  - e. Excellent command of spoken and written English.
  - f. Knowledge of computer operation in MS Office.
  - g. Sound physical and mental health.
  - h. A citizen of a SEAMEO Member Country.
  - i. Age 35 to 56 years at time of appointment.
9. **Privileges and Immunities** : Please consult 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 and annual medical examinations for the staff member.
11. **Limitations on Employment** : Please consult Rule 104.1 (a) and (b) of the SEAMEO Secretariat Staff Regulations and Staff Rules.

Note : <sup>[1]</sup> The appropriate channel refers to receiving the endorsements of Deputy Director (Programme & Development) and Deputy Director (Administration & Communication) on content and budget/administrative matters before the Director's approval.

## Privileges of "Professional" Staff at SEAMEO Secretariat

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(as provided in Article 12 of the Agreement between the Government of Thailand and SEAMEO regarding the Headquarters of SEAMEO in Thailand)

### "Article 12

1. International officials whose names are communicated to and approved by appropriate Thai authorities shall be:
  - a) immune from legal process in respect of all activities performed by them in carrying out their official functions (including words spoken or written);
  - b) exempt from all direct taxation on salaries and emoluments paid to them by the Organization;
  - c) exempt, together with their spouses and children dependent on them, from the immigration restrictions and alien registration;
  - d) granted, with regard to foreign exchange, the same facilities as are granted to resident members of diplomatic missions of comparable ranks;
  - e) accorded, together with their spouses and children dependent on them, the same repatriation facilities in time of international crisis as members of diplomatic missions accredited to Thailand;
  - f) exempt from customs duties on the following articles imported within six months after their first arrival to take up their post in Thailand or after the entry into force of this Agreement, whichever is later:
    - i) personal effects
    - ii) household effects
    - iii) one motor vehicle for an official, subject to the same regulations concerning the importation, transfer and replacement of automobiles as are in force for the resident members of diplomatic missions of comparable ranks.
2. Other officials of SEAMES shall be accorded the privileges specified in paragraphs 1(b), (c) and (f) i-ii."

## Extract from SEAMES Staff Regulations and Staff Rules

### DUTIES, OBLIGATIONS AND PRIVILEGES

#### **Regulation 1.1 :**

In accordance with Article 5, paragraph 6 of the SEAMEO Charter, the responsibilities of all members of the Secretariat are exclusively international in character. By accepting appointment in SEAMES, they undertake to discharge their functions and to regulate their conduct with the interests of the Organization only in view.

#### **Regulation 1.3 :**

In the performance of their duties, members of the Secretariat shall neither seek nor accept instructions from any government or from any authority external to the Organization.

#### **Regulation 1.9 :**

On accepting appointment, each staff member shall subscribe to the following declaration :

"I solemnly undertake to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the Southeast Asian Ministers of Education Organization, to discharge these functions and regulate my conduct with the interests of the Organization only in view, and not to seek or accept instructions in regard to the performance of my duties from any government or from any authority external to the Organization."

### APPOINTMENT AND PROMOTION

#### **Regulation 4.3 :**

In appointing and promoting staff members and in renewing appointments, the SEAMES Director shall aim at the highest standard of integrity, efficiency and technical competence. Subject to this consideration, appointment to the staff shall be on as wide a geographical basis as possible.

#### **Regulation 4.4 :**

Selection and recruitment of staff members shall be made on a competitive basis, as far as practicable without distinction as to nationality, sex or religion.

#### **Regulation 4.6 :**

Staff members in the Professional category shall be appointed for a term of three years and may be eligible for reappointment.

The employment terms of professional staff of the Secretariat shall be limited to two consecutive terms and on exceptional cases, can be extended for one more term if proven to have excellent performance by the Director of the SEAMEO Secretariat.

#### **Rule 104.1 : Limitations on Employment**

- (a) Only when another person equally well qualified cannot be recruited, an appointment may be granted to:
  - (i) A candidate who is not a citizen of a Member State.
  - (ii) A candidate who is the husband, wife, father, mother, son, daughter, brother or sister of a staff member.
- (b) A candidate for a post in the Professional category shall be required to possess at least a university degree or equivalent experience and to show that he has a good working knowledge of English.
- (c) Posts in the General Service category shall normally be filled by the appointment of persons whose recognized home is in or is deemed to be in the host country of the Secretariat. Nevertheless, if no such suitably qualified person can be found, persons who are nationals of the Member Countries whose recognized home is other than the host country of the Secretariat may be appointed. Such persons shall be entitled to Non-Resident's Allowance but shall not :
  - (i) be eligible for other allowances, funds or benefits that are accorded specifically to staff members whose recognized home is located outside the country of their duty station;
  - (ii) receive payment or reimbursement from the Organization for the transportation of personal effects or for travel expenses in respect of himself or any of his recognized dependents in connection with appointments, home leave or separation.

#### **Rule 104.2 : Terms of Appointment**

- (a) A candidate selected for appointment as a staff member of the Secretariat shall receive a Letter of Appointment signed by the SEAMES Director or his authorized representative specifying the terms and conditions of his appointment.
- (b) There shall be annexed to the Letter of Appointment a copy of the Staff Regulations and Staff Rules as well as copy of the Declaration of Office (Regulation 1.9).

- (c) In accepting an appointment, the candidate shall declare in writing that he has taken cognizance of the Staff Regulations and Staff Rules and that he accepts their conditions.
- (d) The Letter of Appointment with its annexes and the Letter of Acceptance with the Declaration of Office, duly signed, shall constitute his contract of employment.

**Rule 104.3 : Effective Date of Appointment**

The appointment of a staff member shall take effect from the date on which he starts authorized travel to assume his duties or if no such travel is involved, from the date on which he assumes his duties.

**INCENTIVES AND BENEFITS FOR STAFF MEMBERS IN THE PROFESSIONAL CATEGORY AND ABOVE**

**(I) Installation Grant**

**Rule 103.7 :**

- (a) A staff member of the Professional category and above whose recognized home is in a city other than that of the duty station and who has to reside in the city of the duty station after appointment shall be entitled to an Installation Grant for his installation and that of his dependents at the duty station to which he is appointed for not less than one year unless he has actually resided at such duty station for twelve months or more immediately prior to appointment.
- (b) The Installation Grant shall be equivalent to
  - (i) Thirty days of daily subsistence allowance under the conditions indicated in (c) below for the staff member and a maximum of three dependents who join him at the duty station for a minimum period of six months;
  - (ii) Fifteen days of daily subsistence allowance for the staff member with no dependents or whose dependents do not join him at the duty station.
- (c) The amounts payable in respect of staff members shall be calculated in accordance with the conditions and rates established by the SEAMES Director and approved by the Council and the amount payable in respect of each eligible dependent shall be calculated on the basis of half the daily rate applicable to the staff member concerned.
- (d) The grant shall be payable in the currency of the duty station and shall represent the total compensation payable by the Organization for the initial extraordinary cost incurred by a staff member in respect of himself and his dependents who join him at the duty station within six months after the appointment date.
- (e) If a staff member to whom an Installation Grant is paid under paragraph (a) above is separated from the Organization upon his own initiative before completion of at least one year's service at the duty station for which the grant is paid, the SEAMES Director may require him to reimburse all or part of the grant.

- (f) The SEAMES Director may request the staff member to whom the Installation Grant is paid for his dependents under paragraph (b) (i) above to return all or part of the Installation Grant if the dependents stay at the duty station less than six months.

**(II) TRAVEL AND TRANSPORTATION**

**Rule 106.1 : Travel Entitlements of Staff Members**

- (a) The Organization shall, subject to such further instructions as the SEAMES Director may prescribe, pay the travel expenses of a staff member:
  - (i) On appointment, from his recognized home or from the place of recruitment to the duty station;
  - (ii) In connection with official business of the Organization;
  - (iii) On home leave;
  - (iv) On or within twelve months following separation in respect of travel effected from the duty station to the staff member's recognized home or to some other place to which the cost of travel does not exceed the cost of travel to his recognized home.
- (b) Notwithstanding (a) (iv) above, upon separation by resignation or summary dismissal, the Organization may, at the discretion of the SEAMES Director, pay the travel expenses of the staff member to the place of recruitment only.
- (c) If the staff member is separated from service due to abandonment of post or resignation before completing one year of service or within six months of his return from home leave, the Organization may decline to pay any travel or removal expenses consequent upon separation.

**Rule 106.2 : Travel Entitlements of Dependents**

The Organization shall, subject to such further instructions as the SEAMES Director may prescribe, pay the travel expenses of the dependents of a staff member, the total of which shall not exceed four adult fares.

- (i) To the staff member's duty station on or subsequent to his appointment or after not less than one year of continuous service following appointment, provided that such travel is effected at least six months before the expiry of the staff member's appointment. Travel expenses from the staff member's recognized home, or place of recruitment to the duty station may be paid.
- (ii) When accompanying the staff member on home leave, provided that they resided continuously in the area of the duty station for not less than six months prior to such leave.



- (iii) On or within the twelve months following the separation or death of the staff member, or within such further period as the SEAMES Director may allow, provided that travel expenses where payable in terms of (i) above, in respect of travel effected from the duty station to the staff member's recognized home or to some other place, provided the cost of travel of dependents, subject to provisions of Rule 106.2, does not exceed the cost of travel from the duty station to the staff member's recognized home.

**Rule 106.9 : Transportation of Personal Effects**

- (a) The Organization shall, to the extent and subject to conditions set out in the present Rule, pay the cost of transporting the personal effects of a staff member to the duty station. Such transportation costs shall be payable, upon appointment, from the staff member's recognized home or place of recruitment to the duty station and, upon separation, from the duty station to the staff member's recognized home or to some other place provided the cost is not higher.
- (b) The quantity of personal effects to be transported at the expense of the Organization shall not exceed the following:
  - (i) By land and/or sea, or by air if that mode of transportation is more economical:
    - 600 kg. in gross weight or 4.00 cubic metres in volume in respect of the staff member;
    - 600 kg. of gross weight or 4.00 cubic metres in volume in respect of a spouse travelling at the expense of the Organization;
    - 200 kg. in gross weight or 1.00 cubic metre in volume in respect of each child travelling at the expense of the Organization;provided that the total quantity shall not exceed 2,400 kg. in gross weight or 16 cubic metres in volume, and
  - (ii) If the staff member travels by air, an excess baggage of not more than 40 kg.: this maximum may be increased at the discretion of the SEAMES Director when warranted by special circumstances.
- (c) In the case of a staff member entitled to transportation under (a) and (b) above, he may, at his request for personal convenience, be authorized to have his personal effects transported by air freight instead of by land and/or sea. In that event the maximum quantity allowable shall be one sixth of the maximum weight entitlements set out in (b) (i) above.
- (d) A staff member appointed for a period of less than two years but not less than six months, shall be entitled to reimbursement of the cost of transporting personal effects to the duty station from his recognized home or place of recruitment, and from the duty station to his recognized home upon separation, up to a maximum of either :

- (i) 300 kg. in gross weight or 1.80 cubic metres in volume, transported by land and/or sea.
  - (ii) 40 kg. transported by air freight.
- (e) Where the cost of transportation of personal effects is payable by the Organization, the reasonable cost of packing, crating, unpacking and uncrating shall also be payable. Storage charges shall not be allowed except in so far as they are incidental to transportation.

**Rule 106.10 : Insurance**

The premium for insurance of accompanied baggage or baggage transported in accordance with Rule 106.9 on appointment and separation shall be reimbursed by the Organization for a maximum insured value of US\$ 4,000 for the staff member and \$ 2,000 for each member of his family who is authorized to travel at the expense of the Organization up to a total of \$ 12,000.

**(III) Medical Benefits**

**Rule 103.10 : Medical Care**

- (a) The members of the Secretariat shall be provided medical care which include medical treatment and hospitalization through a health insurance scheme whereby the premium is paid for by the Organization.
- (b) The Organization shall pay half of the insurance premium for the spouse of a staff member under the same health insurance agreement as the staff member.
- (c) The terms of the health insurance agreement for the staff member and his dependent shall be determined by the SEAMES Director.
- (d) The SEAMES Director may change, when necessary, the medical benefit for the staff and his dependent, subject to the limitation of fund set aside for the purpose.

**(IV) Salary Loan**

**Rule 103.9 :**

- (a) A loan equivalent to one month salary may be made to a staff member with the authorization of the SEAMES Director on recommendation of the Deputy Director.
- (b) No loan shall exceed \$ 200 for each unexpired month of the staff member's appointment, subject to an overall maximum equivalent to the staff member's one-month salary.
- (c) Request for a loan shall be considered in the light of any loan previously granted to the applicant, the extent of his indebtedness to the Organization and other relevant factors.

- (d) Recovery of a loan shall be effected over a period not exceeding twelve months. If the staff member concerned is to be separated from the Organization, all outstanding loan shall be recovered in full before actual separation.

(V) **Death Gratuity**

**Rule 107.7 :**

- (a) In the event of the death of a staff member on a fixed-term appointment, his spouse or recognized heir shall receive a gratuity based upon completed years and months of service in accordance with the following schedule:

<u>YEARS OF SERVICE</u>	<u>GRATUITY IN MONTHS OF PAY</u>
3 or less	3
more than 3 up to 5	4
more than 5 up to 7	5
more than 7	6

- (b) If no spouse or children survive the staff member, the Death Gratuity shall be paid to next of kin.

(VI) **Separation Gratuity**

**Rule 107.9 :**

- (a) A staff member of the Professional category and above who has served SEAMES at least one term of office but not less than two years shall upon separation be entitled to separation gratuity equivalent to his last full month salary for every term completed up to a maximum of three terms, provided that such a separation is not caused by bad conduct.
- (b) After completing each full term, the staff member who separates from the service before completing the current term shall be eligible for the separation gratuity proportionate to the time served for that term.
- (c) The amount of separation gratuity payable to the staff member whose appointment is less than three years is prorated based on the time served to the full term.

SEAMEO Secretariat  
Mom Luang Pin Malakul  
Centenary Building  
920 Sukhumvit Road  
Bangkok 10110, Thailand

## APPLICATION FORM

SEAMES/AF/PS  
(revised 28/1/05)



Photograph  
is  
necessary

Tel. +66 (0) 2391-0144  
Fax. +66 (0) 2381-2587

1. Application for (indicate post) \_\_\_\_\_
2. Name: Dr, Mr, Mrs, Miss \_\_\_\_\_  
(First Name) (Middle Name) (Family Name)  
Name in Thai \_\_\_\_\_
3. Home Address \_\_\_\_\_  
email \_\_\_\_\_ Tel. \_\_\_\_\_ Mobile \_\_\_\_\_
4. Office Address \_\_\_\_\_  
Tel. \_\_\_\_\_ email \_\_\_\_\_
5. Mailing Address  Home  Office  Other (Specify) \_\_\_\_\_
6. Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_ Weight \_\_\_\_ k.g. Height \_\_\_\_ c.m.  
(date/month/year)
7. Place of Birth \_\_\_\_\_  
(city) (country)
8. Nationality \_\_\_\_\_
9. Marital Status  Single  Married  Separated  Divorced  Widower
10. Dependents

Name	Relation	Date of Birth	Occupation

### Official Use Only

I. \_\_\_\_\_

IV. \_\_\_\_\_

II. \_\_\_\_\_

V. \_\_\_\_\_

III. \_\_\_\_\_



13. Employment Experience: starting with your most recent post, list in reverse order every employment/position you have had (use additional sheets if necessary).

13.1 Name and address of employer \_\_\_\_\_ Tel. \_\_\_\_\_  
Exact title of your post \_\_\_\_\_  
Date from \_\_\_\_\_ to \_\_\_\_\_  
Annual salary \_\_\_\_\_ Bonus \_\_\_\_\_  
Other incomes \_\_\_\_\_  
Name and post of immediate supervisor \_\_\_\_\_  
Number and type of employees supervised by you \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Description of your duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13.2 Name and address of employer \_\_\_\_\_ Tel. \_\_\_\_\_  
Exact title of your post \_\_\_\_\_  
Date from \_\_\_\_\_ to \_\_\_\_\_  
Annual salary \_\_\_\_\_ Bonus \_\_\_\_\_  
Other incomes \_\_\_\_\_  
Name and post of immediate supervisor \_\_\_\_\_  
Number and type of employees supervised by you \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Description of your duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13.3 Name and address of employer \_\_\_\_\_  
\_\_\_\_\_ Tel. \_\_\_\_\_  
Exact title of your post \_\_\_\_\_  
Date from \_\_\_\_\_ to \_\_\_\_\_  
Annual salary \_\_\_\_\_ Bonus \_\_\_\_\_  
Other incomes \_\_\_\_\_  
Name and post of immediate supervisor \_\_\_\_\_  
Number and type of employees supervised by you \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Description of your duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13.4 Name and address of employer \_\_\_\_\_  
\_\_\_\_\_ Tel. \_\_\_\_\_  
Exact title of your post \_\_\_\_\_  
Date from \_\_\_\_\_ to \_\_\_\_\_  
Annual salary \_\_\_\_\_ Bonus \_\_\_\_\_  
Other incomes \_\_\_\_\_  
Name and post of immediate supervisor \_\_\_\_\_  
Number and type of employees supervised by you \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Description of your duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13.5 Name and address of employer \_\_\_\_\_  
\_\_\_\_\_ Tel. \_\_\_\_\_  
Exact title of your post \_\_\_\_\_  
Date from \_\_\_\_\_ to \_\_\_\_\_  
Annual salary \_\_\_\_\_ Bonus \_\_\_\_\_  
Other incomes \_\_\_\_\_  
Name and post of immediate supervisor \_\_\_\_\_  
Number and type of employees supervised by you \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Description of your duties \_\_\_\_\_  
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14. Indicate experiences in developing winning projects/proposals/programmes/activities  
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\_\_\_\_\_

15. Travel or residence abroad (indicate city, country, date, duration and purpose).  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Any other pertinent information regarding your experiences (such as being officers of student associations, clubs, attending national/international seminars/conferences).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Indicate your abilities other than professional by checking a tick (  ) on one of the following boxes:

a. Computer       Yes               No (please indicate application software used)

b. Driving         Yes               No

c. Other (e.g. office equipment, taking photographs)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



18. List any significant publications you have written.

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19. Have you ever received any scholarships/professional awards?  
If so, please indicate the name of the scholarship/award, its nature and the foundation/government from which it was received.

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20. Reference (three persons other than relatives who are well acquainted to you and qualified to judge you ability, knowledge, background, personality, etc.)

Name and Position (if any)	Full Address and Telephone No.	Business or Occupation

\*\* Please indicate from where you heard of this post vacancy.

Newspaper, please indicate \_\_\_\_\_

A friend/relative     Others, please specify \_\_\_\_\_

I solemnly declare that the above information is true and correct.

Date \_\_\_\_\_ Signature \_\_\_\_\_