

Post Description

1. Title of Position : Administration Manager
2. Category and Grade : General Service, GS-7A
3. Duties and Responsibilities :

Reporting to the Centre Director, the Administration Manager will be in-charge of the administration and the financial management of the Centre. He/She is also responsible for the supervision of all staff under his/her charge. The specific duties and responsibilities of the incumbent are as follows:

- a) Take charge of the day to day supervision of the administration of the Centre 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 Centre that will expand the impact of the Centre to interested institutions and countries and also to support the marketing strategies and activities of the Centre.
- c) Assure the efficient and effective management of funds for the Centre and availability of up-to-date and accurate information regarding all aspects of 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 Centre and its activities and also for the Centre to implement donor contacts and keep the Governing Board informed.
- d) Take charge of staff development including the plan and development of skills in the Centre.
- e) Maintain close working relationship between the Centre, SEAMEO Secretariat and the Regional Centres/Network in matters related to administration and financial aspects.
- f) Carry out special projects/activities related to administration, finance and funding activities as assigned by the Centre Director.
- g) Support and collaborate with Program and Development in conducting the marketing activities of the Centre.
- h) Carry out duties as Officer-in-Charge of the Centre when assigned to do so in the absence of the Centre Director.
- i) Assume any other responsibilities and functions which may be assigned by the Centre Director from time to time.

4. Qualifications and Experience Required:

Education :

A university degree in Social Science, Education, Management, Economics, Accounting and Finance or related fields.

Experience :

Experience in a management position, preferably in planning and administrative and/or financial 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 Thai national.

Age : 35-60 on the date of appointment.
