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## Centre Director

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**Category:** Professional Staff

**Tenure of Appointment:** Contract for 3 years (renewable)

**Description of Post:**

The Centre Director will serve as the chief executive officer of the SEAMEO SPAFA Centre, working under the policy direction of the SEAMEO SPAFA Governing Board. He or she will be accountable to SEAMEC through the Governing Board, and will maintain close contact with SEAMES and with other SEAMEO Regional Centres and Projects.

**Duties and responsibilities:**

- a) Provide overall management and supervision of the SEAMEO SPAFA Centre covering administrative and financial operations.
- b) Organize and manage the support services of SEAMEO SPAFA in the promotion, advancement of knowledge, and professional competence in SEAMEO SPAFA's major concerns: archaeology, visual arts, performing arts and other related subjects; and to disseminate information and knowledge in these fields to interested agencies and institutions in the region and the rest of the world.
- c) Identify issues and problems of the region which affect its cultural survival and development, the common needs of the region, assess the region's cultural resources and capabilities, and propose strategies on how SEAMEO SPAFA can serve as the suitable administrative unit to mobilize and coordinate efforts and resources for concerted action.
- d) Undertake necessary activities in securing financial and technical assistance, and in public relations.
- e) Plan and serve SEAMEO SPAFA Governing Board Meetings, including the preparation of the agenda, working papers, progress reports, plans of activities, and recommendations.
- f) Submit periodic reports on the progress of operations and plans for approval of the SEAMEO SPAFA Governing board, SEAMES and SEAMEC.
- g) Represent SEAMEO SPAFA at meetings and conferences.

**Qualifications and experience:**

The Centre Director must be a professional in the field of archaeology or fine arts or other related field. The Centre Director should be a Thai nationality. The incumbent must have:

- a) At least a university degree or a professional diploma in relevant fields.
- b) At least five years' experience in teaching and/or research, scholarly publications in the fields of SEAMEO SPAFA's concerns.
- c) At least five years' experience in administering a unit, office or agency of a similar nature as SEAMEO SPAFA.
- d) Proficiency in English both in writing and speaking. Proficiency in other languages is an asset.