

Post Description

1. **Designation** : Programme Officer III (Information)
2. **Category and Grade** : “Professional” category, P-2
3. **Basic Salary Per Annum** : Year I : US\$ 25,321.-
Year II : US\$ 26,810.-
Year III : US\$ 28,299.-
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^[1] 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 : ^[1] 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.