

Post Description

1. **Designation** : Programme Officer IV (Planning and Publications)
2. **Category and Grade** : "Professional" category, P-2
3. **Basic Salary Per Annum** : Year I : US\$ 26,587.-
Year II : US\$ 28,150.-
Year III : US\$ 29,713.-
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 18,185 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 implements programmes/projects/activities including getting budget endorsement and logistics arrangement through appropriate channel ^[1] of the Secretariat. (Flagship Project Assignment is presented in Annex I)
- 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.

- Assists in planning, coordinating the implementation and updating the consolidated annual reports of plans, projects/activities of the Regional Centres/Network.

II. Production of SEAMEO Publications

- Develops and proposes annual plans and budget for publishing and distribution of SEAMEO Secretariat regular and special publications in compliance with the Secretariat policies and budget guidelines in consultation with the internal Editorial Board ^[2] and approval of the Director.
- Takes charge of the production (including synthesizing, summarizing, editing, proofreading, layout, artwork/graphic design and printing) of SEAMEO's regular/special publications including SEAMEO Integrated Annual Report as well as identifies potential contributors and coordinates for appropriate inputs from concerned personnel.
- Works in close collaboration with the Administration & Communication and POIII and other personnel concerned in seeking, identifying and coordinating for internal and external printing services as well as updating number & list of recipients and publicizing SEAMEO publications.
- Coordinates with the Directorate and for the development of promotional materials and other SEAMEO publications for dissemination to the public at large.

III. Conferences/Seminars/Workshops/Meetings

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

IV. Other Duties

- Prepares speeches, remarks and other public statements relating to programmes and projects for the Directorate. ^[3]
- Prepares updates on assigned policies and programmes for SEAMEO website, Intranet and social media.
- Strengthens relations with stakeholders from Member Countries, Associate Member Countries, Affiliate Members, and SEAMEO partners.
- Working as a team work with other related divisions in the SEAMEO Secretariat.
- Performs other related duties as assigned by the Director and the Deputy Director (Programme and Development).

8. **Qualifications and Experience Required**

- a. A university degree in Communication Arts, Information Management, or Marketing and related fields. An advanced degree would be an advantage.
- b. Experience in planning and information management.
- c. Proven extensive experience and knowledge in report writing and/or publication editorial.
- d. Good knowledge of computer operation in both Windows and Macintosh operating system, especially in desktop publishing programme, illustration and photo retouching/manipulation software.
- e. With pleasing personality with good interpersonal relations and be able to work under stress and pressure.
- f. Excellent command of spoken and written English.
- g. Sound physical and mental health.
- h. A citizen of a SEAMEO Member Country.
- i. Age 30 to 50 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.

^[2] The internal Editorial Board consists of Deputy Director (Programme & Development) as Chairperson, Deputy Director (Administration & Communication), Programme Officer I, Programme Officer II, Programme Officer III, Administration Manager, Finance Manager, and External Relations Officer. Programme Officer IV serves as Secretary to the internal Editorial Board.

^[3] The Directorate means Director, Deputy Director (Programme & Development) and Deputy Director (Administration & Communication).