

Post Description

1. Title of Position : **Administration Director**
2. Category and Grade : “Professional” category, P3
3. Term of Appointment : Three years, renewable
4. Duties and Responsibilities: Reporting directly to the SEAMEO STEM-ED Centre Director, the Administration Director shall perform the following duties and responsibilities:

Administrative Coordination of Center Activities

- Oversees the overall administration of the Centre;
- Coordinates on administrative issues with the Ministry of Education (MOE) and the SEAMEO Secretariat (SEAMES);
- Ensures compliance with the Centre’s staff rules and regulations;
- Supervises administrative staff.

Financial Management

- Responsible for budgeting, accounting, and financial reporting in order to maximize the efficient use of funding while ensuring compliance with relevant rules and regulations;
- Manages the external auditing process.

Liaison with SEAMES, SEAMEO Centres, Government/Sponsoring Agencies

- Takes on the guardianship of SEAMEO and Centre system requirements (SEAMEO regulations, proposal processing, etc.);
- Responsible for networking with the administration of SEAMEO Centres, government agencies, sponsors, and partners to keep abreast of latest changes.

Information Management and Communication

- Oversight of management information system and report generation process (multiple reports to SEAMES, sponsoring agencies, and MOE);
- Provides responses to requests for information with accurate and timely information in the format required.

Personnel Management

- Manages the human resource system and process of the Centre and the hiring, supervision, and development of administrative personnel;
- Supervises the management of documents/human resource policies for academic, research, and student appointments in compliance with the Centre’s personnel regulations.

Event management, communications, and public relations, as assigned by the Centre Director.

5. Qualifications and Experiences:

- a) Age between 35 - 60 years old.
- b) Fluent in verbal and written Thai and English.
- c) A minimum of a Master's degree in accounting, finance, business administration, public administration or a related field.
- d) Excellent computer literacy.
- e) At least ten years of related professional experience in large-scale program administration function in a leadership or managerial role.
- f) Possesses skills and experience in budget preparation and management, contract administration, human resource management, program monitoring and evaluation management, managing a team, large event planning and execution, coordinating with partners and constituencies in a non-profit organization or a similar type of agency.