

CENTRE DIRECTOR
of the Southeast Asian Ministers of Education Organization
SEAMEO Regional Centre
for Sufficiency Economy Philosophy for Sustainability
(SEAMEO SEPS)

JOB DESCRIPTION

Description of Post

The Centre Director will serve as the chief executive officer of the SEPS Centre, working under the policy direction of the SEPS 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 SEPS Centre covering administrative and financial operations.
- b) Organize and manage the support services of SEPS in the promotion advancement of knowledge, and professional competence in SEPS's major concern.
- c) Undertake necessary public relations activities as well as securing financial and technical assistance.
- d) Identify issues and problems of the region and propose strategies on how SEPS can serve as a suitable administrative unit to mobilize and coordinate efforts and resources for concerted action.
- e) Plan and serve the SEPS Governing Board Meetings.
- f) Submit periodic reports on the progress of operation and future plans for approval of the SEPS Governing Board, SEAMES and SEAMEC.
- g) Representing SEPS at meetings and conferences.

Qualifications and Experience

- a) Thai nationality.
- b) Male or Female, aged between 50 and 65 at the time of the application.
- c) At least a university degree or equivalent or higher.
- d) At least five years' experience in administering a public or private agency or an international organization.
- e) Excellent English skills.
- f) Not having been imprisoned by a court's final judgment, excluding offences of negligence or petty offences.

- g) Not having been expelled, dismissed or discharged from work on the grounds of dishonest performance of duty.
- h) Not being a person of indecent behavior or delinquency from good morals.
- i) Not being incompetent, quasi-incompetent, or bankrupt.

Tenure of Appointment

Contract for 3 years (renewable)

Be able to work full time when recruited.

Recruitment Process: Each applicant will be assessed from

1. Application Form
2. Interview

Application Dates and Deadline:

An applicant can submit his/her application form from August 15 to September 28, 2018 to the hereunder address:

Bureau of International Cooperation
Office of the Permanent Secretary for Education
Ministry of Education
Ratchadamnern Nok Ave., Dusit District
Bangkok 10300, Thailand

Applicants can be made in person (excluding national holidays) or by mail. All relevant documents must be submitted within September 28, 2018. As for applications sent by mail, they must also be postmarked no later than September 28, 2018.

Announcement of Qualified Applicants and Interview Dates

The name list of qualified applicants will be announced on the website of the Bureau of International Cooperation, Office of the Permanent Secretary for Education at www.bic.moe.go.th.