

Post Description

1. **Designation** : Programme Support Officer (Publications)
2. **Category and Grade** : “Professional” category, P-1
3. **Basic Salary Per Annum** : Year I : US\$ 20,535.-
Year II : US\$ 21,743.-
Year III : US\$ 22,951.-
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. Programme and Project Implementation
 - Assists the Deputy Director (Programme and Development) in planning, developing and executing programmes / projects / activities.
 - Assists in coordinating the implementation 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 comply with the Secretariat policies and budget guidelines in consultation with the internal Editorial Board ^[1] 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 and SEAMEO Integrated Annual Report as well as identifies potential contributors and coordinates for appropriate inputs.
- Works in close collaboration with the Administration & Communication 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.

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).

8. Qualifications and Experience Required

- a. A university degree in Communication Arts, Information Management, Educational Research or related fields. An advanced degree would be advantage.
- b. Experience in research and information management.
- c. Sound experience and knowledge in report writing and/or publication/editorial work.
- 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. Excellent command of spoken and written English.
- f. Sound physical and mental health.
- g. A citizen of a SEAMEO Member Country.
- h. Age 30 to 45 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 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 Support Officer serves as Secretary to the internal Editorial Board.