



SEAMEO SPAFA Job Vacancy Announcement

The SEAMEO Regional Centre for Archaeology and Fine Arts is looking to hire:

Administrative Officer

Category: General Service Staff

Tenure of Appointment: Contract for 3 years (renewable/inclusive of a probationary period of six months)

Duties and responsibilities:

- a) Assist the Centre Director in the proper and efficient administration of the Centre.
- b) Assist in the personnel management, including staff recruitment, development and welfare.
- c) Maintain rules and regulations concerning staff management, performance standards and overtime work of the administrative supporting staff of the Centre.
- d) Supervise overtime work of the supporting staff of the Centre.
- e) Make travel arrangements for staff members, trainers and trainees, including passports, visas, travel insurance and accommodations.
- f) Provide logistic support and assist in servicing the Centre sponsored seminars, meetings, workshops and conferences.
- g) Make arrangements for customs clearance of in-coming freight and packages, clearing, shipping out-going freight.
- h) Arrange for the purchase of office furniture, equipment and routine supplies.
- i) Maintain office facilities and office equipment of the Centre.
- j) Assist in organizing and coordinating programme activities as assigned by the Centre.
- k) Undertake such other duties as the Centre Director may assign, commensurate with the scope, purpose and that which can be reasonably expected, of the post.

Qualifications and experience:

- a) Thai citizen.
- b) Age between 30 - 45 years at time of application.
- c) At least a Master's Degree in Management, Education, Business Administration, Humanities and Social Sciences, or related fields.
- d) At least 2 years experience in the administration or operation of work of regional or international organization.
- e) Preferably with some experience in public service as to be familiar and conversant with government rules and regulations of the host country.
- f) Proficiency in English both in writing and speaking.
- g) Proficiency in other languages is an asset.
- h) Competent computer and internet skills.

Interested candidates should send their cover letter, resume and completed SEAMEO SPAFA Application Form to spafa@seameo-spafa.org by 16 November 2022. Only shortlisted candidates will be notified.