

## **Post Description**

1. **Designation** : Publication and Multimedia Specialist
2. **Category and Grade** : “Professional” category, P-2
3. **Basic Salary Per Annum** : Year I : US\$ 29,246.-  
Year II : US\$ 30,809.-  
Year III : US\$ 32,372.-
4. **Installation Grant** : Without Dependent : US\$ 2,130.-  
  
(For staff member whose recognized home is in a city other than that of the duty station).  
With dependents  
- for the staff member : US\$ 4,260.-  
- for each dependent : US\$ 2,130.-  
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 20,185 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** : The PMMS is mainly responsible for coordinating the planning, development, packaging and designing of publication and multimedia resources for use in programmes and dissemination in various formats and platforms as well as in coordinating the content development for information and communication purposes. At the same time, the incumbent of the position manages assigned programmes and activities that support and advance SEAMEO priorities and agenda and education, science and culture. The major outputs of this position enable and support the technical team to disseminate credible, relevant, and timely evidence-based information through various media platforms, whether print or non-print, promoting the profile of SEAMEO as a credible and reliable source of evidence and information. This position reports to the Deputy Director for Programme and Development. and works as a professional without subordinate.

## I. SEAMEO Publications and Multimedia Development

- Develops, implements, manages, and monitors the publication plan of the Secretariat.
- Leads and manages the publication of journals, magazines, flyers, and other relevant materials and collaterals for information, communication and advocacy including the following tasks:
  - Coordinating with appropriate officers, personnel and offices throughout the publication process
  - Ensuring that articles are reviewed and approved prior to publication in journals, magazines, and other types and forms of publication
  - Ensuring that policies on copyright, branding, and other regulatory considerations are observed throughout the publication process
- Leads in the preparation and development of multi-media resources (e.g. presentation slides and video materials, etc.) for SEAMEO programmes and activities.
- Prepares and provides content for Information and Communication purposes.
- Updates Intranet information particularly those referring to P and D programmes and activities conducted and attended in coordination with the IT and/or Knowledge Management Team.

## II. Programme Management

- Leads and manages assigned programmes and activities such as conferences, seminars workshops and meetings including programme, development, implementation, and monitoring, evaluation and learning.
- Provides technical assistance to conferences, seminars, workshops and meetings (e.g. as facilitator, program team member, moderator, etc.).
- Where applicable, manages partners involved in assigned programmes.

## III. Other Duties

- Prepares speeches, remarks and other public statements relating to programmes and projects for the Directorate.
- Provides technical assistance to SEAMEO Centres and Member Countries as may be assigned.
- Strengthens relations and coordinates with stakeholders from Member Countries, Associate Member Countries, Affiliate Members, SEAMEO Centres and partners on collaborative initiatives.
- 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. At least five-year 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. Pleasant 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 and be able to travel in the region and beyond.
- h. A citizen of a SEAMEO Member Country.
- i. Age of 55 years old maximum at the 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.