



The Southeast Asian Ministers of Education Organization (SEAMEO) is an intergovernmental organization established in 1965 among governments of Southeast Asian countries to promote cooperation in education, science and culture in the region. We are now seeking qualified candidate to fill in the following position

Job Vacancy

Position:	Publication and Multimedia Specialist (PMMS)
Duty Station	Bangkok, Thailand
Category and Grade	Professional Category, P-2
Duration of contract	3 years, renewable
Application Deadline	Tuesday, 28 February 2023

Duties and Responsibilities

I. Production of SEAMEO Publications

- Develops and proposes annual plans and budget for publishing and distribution of SEAMEO Secretariat regular and special publications in compliance with the Secretariat policies and budget guidelines in consultation with the internal Editorial Board 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 including SEAMEO Integrated Annual Report as well as identifies potential contributors and coordinates for appropriate inputs from concerned personnel.
- Works in close collaboration with the Administration & Communication and other 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.
- Coordinates with the Directorate for the development of promotional materials and other SEAMEO publications for dissemination to the public at large.

II. Project Development and Implementation

- Plans, develops and implements programmes/projects/activities including getting budget endorsement and logistics arrangement through appropriate channel of the Secretariat
- Prepares, consolidates and edits data/information provided for programme planning documents, project proposals, project documents and project implementation reports including experts' job descriptions/TORs, curricula vitae, work plans, progress reports/ final reports, fellowship programmes and reports on evaluation, followup activities and recommendations.
- Assists the Director and the Deputy Director (Programme and Development) in coordination and negotiations with governmental and nongovernmental organizations and institutions, specialized agencies and multilateral and bilateral partners for cooperation and possible funding.
- Assists in planning, coordinating the implementation and updating the consolidated annual reports of plans, projects/activities of the Regional Centres/Network.

III. Conferences / Seminars / Workshops / Meetings

- Plans and coordinates conferences, seminars, workshops, and meetings and serves as rapporteur and/or Master of Ceremony in these activities.
- Prepares, edits and proofreads SEAMEO papers, proceedings, working papers and final reports of conferences, seminars, workshops, and meetings.

IV. Other Duties

- Prepares speeches, remarks and other public statements relating to programmes and projects for the Directorate.
- Prepares updates on assigned policies and programmes for SEAMEO website, Intranet and social media.
- Strengthens relations with stakeholders from Member Countries, Associate Member Countries, Affiliate Members, and SEAMEO partners.
- Working as a team work with other related divisions in the SEAMEO Secretariat.
- Performs other related duties as assigned by the Director and the Deputy Director (Programme and Development).

Required Qualifications

- A university degree in Communication Arts, Information Management, or Marketing and related fields. An advanced degree would be an advantage.
- At least five-year experience in planning and information management.
- Proven extensive experience and knowledge in report writing and/or publication editorial.
- Good knowledge of computer operation in both Windows and Macintosh operating system, especially in desktop publishing programme, illustration and photo retouching/manipulation software.
- Pleasant personality with good interpersonal relations and be able to work under stress and pressure.
- Excellent command of spoken and written English.
- Sound physical and mental health and be able to travel in the region and beyond.
- A citizen of a SEAMEO Member Country.
- Age of 55 years old maximum at the time of appointment.

Selection and Recruitment Process

The interested candidates please submit the complete application form (On-line application form at <https://link.seameo.org/jobs/PS>) with your resume and expected salary to secretariat@seameo.org

Please note that only selected candidates will be further contacted and any decision and judgement reached by the organizing committee is deemed final.

Please visit www.seameo.org for more information or contact +66 (0) 2 391 0144