



Southeast Asian Ministers of Education Organization Regional Centre for STEM Education (SEAMEO STEM-ED)

SEAMEO STEM-ED (<https://seameo-stemed.org>) is a regional inter-governmental organization among the governments of the 11 SEAMEO member countries, hosted by the government of Thailand, with a mission to build the capacities in STEM education in Southeast Asia. With the assistance of our widespread networks, including member and affiliate countries, public and private institutions, and non-profit educational influencers, SEAMEO STEM-ED affirms our commitment to the advancement of STEM education in the region.

SEAMEO STEM-ED is inviting candidates to fill the position below. The full-time position is based in Bangkok and offers an initial 3-year contract and extension possibility based on performance and a health insurance and provident fund coverage.

Administrative Officer

Duties and Responsibilities:

The Administrative Officer is expected to take on various roles to help ensure effective office management and day-to-day operations including performing general clerical tasks, communicating with stakeholders and vendors, welcoming visitors to the Centre's office, handling human resources issues, overseeing the activities of office cleaning and maintenance vendors, and managing office equipment and supplies, and will perform the following tasks:

- Receive and forward all correspondence, such as letters and packages, to staff members.
- Ensure proper functionality of necessary office equipment, procure new equipment and supplies, and manage the periodic maintenance and repair of equipment as needed.
- Provide support in organizing events and meeting, including requisitioning meeting spaces, ordering meals and refreshments, and providing other administrative support.
- Attend meetings as requested and record and prepare meeting notes/minutes for Centre Director and senior-level staff.
- Maintain and update vendor and other relevant databases.
- Perform human resources duties including maintaining and updating staff databases, posting job advertisements, arranging candidate interviews, organizing new staff orientation session and onboarding, and other related duties.
- Prepare expense reports and office budgets
- Organize a filing system for and systematically file important documents.
- Perform financial duties i.e. Issue invoices and receipts, preparing payment documents, Control Petty Cash, providing financial information, including the preparation of relevant reports and other related duties.
- Facility Management
- Arrange travel and accommodations for staff members.
- Prepare reports and presentations with statistical data, as assigned.

Qualifications and Experiences:

- Bachelor's degree in office administration (Accounting, Finance, General Administration) or a related field. A law degree is advantageous.
- 2-3 years of experience in office administration.
- Working knowledge of Microsoft Office, Google Application.
- Experience using business email services, such as Gmail.
- Previous experience with, or an ability to learn to use common office equipment, such as copy machines and audio-visual equipment for presentations and online meetings.
- Proven experience being able to handle multiple tasks at the same time and handle multiple requests from different individuals and teams.
- Excellent organizational skills and capable of creating organizational systems that others can easily follow.
- A problem-solving and can-do attitude.
- Excellent time management skills to complete all duties in a timely manner.
- Highly service-minded and excellent customer service skills.
- Effective communication skills and the confidence to make phone calls, emails, and other communications with stakeholders.
- Comfortable working independently when needed, or as part of a team.

APPLICATION GUIDELINES

Interested candidates are invited to send an introduction letter, explaining why you want to work for SEAMEO STEM- ED and why you are qualified for the position, and your current resume to HR@seameo-stemed.org. SEAMEO STEM-ED reserves the rights to respond only to the applicants in whom the Centre has further interest.

Deadline for Applications: 20 August 2022 at 16.30 hours Bangkok time.

Contact: HR@seameo-stemed.org