



## **Administration Manager**

### **Duties and Responsibilities:**

The Administration Manager is expected to oversee the administrative functions of SEAMEO STEM-ED, supervise administrative team members, and ensure that daily office operations are performed in a seamless and efficient manner, and will perform the following tasks:

#### ***Corporate Services***

- *Centre Administration*
  - Manage and control the overall administration of the Centre and supervise the day-to-day operations of the administrative team.
  - Develop, review, and improve administrative policies, systems, and processes.
  - Facilitate legal services support for the Centre and projects.
  - Manage, control, and update the relevant policies, guidelines, operations manual, and other related documents in accordance with the requirements of the Personal Data Protection Act BE 2562 (PDPA) and any relevant laws, existing or in the future.
  - Ensure compliance with the relevant rules and regulations related to administrative, HR, and procurement issues.
- *Office Management*
  - Manage office facilities and security, ensure that all facilities and equipment are working and properly maintained, and the office is stocked with necessary supplies.
  - Provide office services to support the work of staff members.
  - Manage, control, and update the electronic document (e-document) system and ensure that the system works well, is up to date, and can support the needs of the Centre.
- *Human Resources Management*
  - Manage and implement human resources policies, systems, and processes, including policy communication, recruitment, hiring, onboarding, staff benefits, development, performance appraisal, and promotion of staff members in accordance with the staff regulations and staff rules.
- *Information Technology (IT) Services*
  - Manage IT support, systems, and services for the Centre and staff members, including cloud storage, automated working process, and other relevant systems.
- *Procurement*
  - Manage and control the procurement policies, systems, and processes, including vendor and contract management.

#### ***Finance and Accounting***

- *Finance*
  - Manage and control all financial operations and supervise the day-to-day operations of the finance and accounting team.
  - Monitor and manage cash flow.

- Manage and control staff payroll, resource person, subgrantee, vendor, and other payments.
- *Accounting*
  - Manage and control all accounting operations, including budget planning and preparation and financial reporting to maximize the efficient use of funds while ensuring compliance with the SEAMEO Financial Operations Manual (FOM) and other relevant rules and regulations.
  - Manage financial reporting as required by the SEAMEO Secretariat, Ministry of Education, donors, and other sponsoring agencies.
  - Manage the external financial auditing process.
  - Manage subgrant process, including subgrant agreement control, subgrant payments, and subgrantee deliverable submission monitoring and control.

### **Qualifications and Experiences:**

- A minimum of a Bachelor's degree in accounting, finance, business administration, public administration, or a related field.
- At least ten years of related professional experience in a similar role.
- Exceptional leadership and time, task, and resource management skills.
- Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.
- Competent digital and technology literacy, especially the software programs and applications used by the Centre.
- Ability to plan for and keep track of multiple assignments and deadlines.
- Familiarity with budget planning and preparation, human resources management, procurement management, contract administration, and customer service procedures.
- Willingness to continue building skills through educational opportunities.

### **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](mailto: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: 15 September 2022 at 17:00 hours Bangkok time.**

**Contact:** [HR@seameo-stemed.org](mailto:HR@seameo-stemed.org)