

Administration Director

Duties and Responsibilities:

The Administration Director shall be responsible for overseeing the operations of the Centre, managing administrative staff, developing and improving operating procedures and policies, guiding operating methods, disbursing funds, monitoring budgets, improving information systems, overseeing human resources requirements, updating senior executives and staff, analysing financial data, and managing the compliance with required regulations, laws, and relevant requirements.

Major Duties and Responsibilities

Administrative Support for Centre Activities & Development Programmes

- Oversee the day-to-day operations and overall administration of the Centre.
- Coordinate on administrative issues with the Ministries of Education of SEAMEO member countries, the SEAMEO Secretariat, partners, and donors.
- Ensure administrative and supporting systems and infrastructure are in place and functioning well in support of the Centre's activities and development programmes.
- Develop and periodically improve upon organisational policies and practices.
- Take on the guardianship of SEAMEO and Centre's system requirements (SEAMEO financial requirements, regulations, reporting, etc.).
- Support event management, communication, and public relations requirements of the Centre.
- Oversee the legal support services for the centre.
- Ensure compliance with the relevant rules and regulations.

Financial Management

- Responsible for budgeting, accounting, and financial operations and reporting in order to maximise the efficient use of funds while ensuring compliance with relevant rules and regulations.
- Manage the external financial auditing process.

Liaison with SEAMEO Secretariat, SEAMEO Centres, Government/Sponsoring Agencies

- Responsible for networking and maintaining good working relationships with the SEAMEO Secretariat, other SEAMEO Centres, government agencies, donors, sponsors, and partners to keep abreast of latest changes and relevant development.

Information Management and Communication

- Provide oversight of management information system and financial report generation process (multiple financial reports to SEAMEO Secretariat, sponsoring agencies, and Ministry of Education).
- Provide responses to requests for information with accurate and timely information in the format required.

Human Resources Management

- Manage the human resources policy, system, and process, including the recruitment, hiring, contracting, onboarding, training and development, and promotion of Centre staff.

- Supervise and develop administrative staff.

Procurement Management

- Provide oversight of procurement policy, system, and process.

Qualifications and Experiences:

- A minimum of a master's degree in accounting, finance, business administration, public administration, or a related field.
- At least ten years of proven professional experience in large-scale programme administration function in a leadership or managerial role.
- Possess skills and proven experience in budget preparation and management, contract administration, human resource management, procurement management, team managing, large event planning and execution, coordinating with partners and constituencies in a non-profit organisation or a similar type of agency.
- Good communication skills and fluent in verbal and written Thai and English.
- Superior problem-solving and people-management skills.
- Strong leadership qualities.
- Exceptional organisational skills.
- Excellent computer literacy.

APPLICATION GUIDELINES

Interested candidates are invited to write an Introduction Letter, explaining why you want to work for SEAMEO STEM-ED and why you are qualified for the position, and send your current resume and a completed application form 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 for the position: Friday, 30 September 2022 at 17:00 hours Bangkok time.

Contact: HR@seameo-stemed.org