



**SEAMEO Regional Centre for Archaeology and Fine Arts
(SEAMEO SPAFA)**

Urgently required:

EXECUTIVE ASSISTANT

Tenure of Appointment: Contract for 3 years (renewable)

Duties and responsibilities:

- a) Perform secretarial duties for the Centre Director.
- b) Manage official correspondence, reports and other documents.
- c) Draft letters and correspondence in English.
- d) Keep proper order of all correspondence of the Centre Director's Office.
- e) Prepare minutes of Staff Meetings.
- f) Make the necessary arrangements in respect of seminars, workshops, conferences and meetings.
- g) Assist in organizing and coordinating programme activities as assigned by the Centre Director.
- h) Undertake such other duties as the Centre Director may assign, commensurate with the scope, purpose and that which can be reasonably expected of the post.

Qualifications and experience:

- a) Thai nationality.
- b) Aged between 25 - 50 years at time of application.
- c) At least a Bachelor's Degree in Management, Humanities and Social Sciences, Liberal Arts, Education, Business Administration, or related fields.
- d) Excellent command of spoken and written English (Minimum score of TOEFL 550, IELTS 6.5)

- e) Previous experience in secretarial work would be an advantage.
- f) Competence computer and internet skills.

Salary: Monthly salary with tax exemption is *32,081 Baht.

* Negotiable (depending on level of experience)

For application form download, please visit our website www.seameo-spafa.org

Interested candidates can submit your CV along with the application form to:
spafa@seameo-spafa.org.

Further communications will be made directly with each candidate.