1. Programme Officer

Duties and responsibilities:

a) Coordinate and evaluate all regular and special programme activities, in consultation with the Centre Director, senior specialists and specialists
b) Prepare and implement certain projects and activities as assigned by the Centre Director.
c) Coordinate with the donor countries, the host institutions, and other organizations concerned regarding the implementation of training, seminar, workshop, research, and personnel exchange programmes as necessary or assigned by the Centre Director.
d) Prepare annual reports on the implementation of programmes and activities.
e) Take part in the analysis and assessment of programmes and activities at the middle and the end of each five-year development plan in consultation with the Centre Director.
f) Prepare working papers, presentations and reports for the SEAMEO Secretariat
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) A citizen of SEAMEO Member country
b) Age between 25-40 years at time of application.
c) At least a Master's Degree in the fields of humanity and social or related disciplines
d) Ability to plan, develop, and undertake projects and provide leadership and considered essential.
e) Experience or special skill in systematic programme planning would be an asset.
f) Proficiency in English both in writing and speaking. Proficiency in other Southeast Asian languages is an asset.
g) Competent computer and internet skills.

Please submit your resume and filled-in SPAFA application form to spafa@seameo-spafa.org by 31 October 2021.

Only shortlisted of applicants will be contacted

2. <u>Documentation Officer</u>

Duties and responsibilities:

a) Make available complete records of all SEAMEO SPAFA's activities and projects that have taken place in each fiscal year.
b) Edit in reasonable time the above records and produce them in suitable formats for use by the general public, the academic world, or administrators in SEAMEO SPAFA's fields of competence.
c) Supervise the maintenance and monitor the efficient use of SEAMEO SPAFA's Website and social networks sites in close collaboration with assigned staff members, and submit monthly evaluation reports to the Centre Director.
d) Take and archive notes of the Centre's key meetings as well as rapporteur at the Governing Board Meeting.
e) Proofread and edit the Centre's document, publications and SEAMEO SPAFA journal
f) Propose and lead in other initiatives that deal with the documentation and dissemination of the Centre's activities. This may include activities concerning the SPAFA Library.
g) 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) A citizen of SEAMEO Member country
b) Age between 25-40 years at time of application.
c) At least a Bachelor's Degree or higher in related fields (art and archaeology, communication, journalism, etc.)
d) At least 5 years of experience in editing and writing is necessary.
e) Expert knowledge on one of the Centre's areas of work (archaeology, fine arts, cultural heritage conservation)
f) Ability to operate a video camera and use editing software is preferred
g) Proficiency in English both in writing and speaking. Proficiency in other Southeast Asian languages is an asset.
h) Competent computer and internet skills.

Please submit your resume and filled-in SPAFA application form to spafa@seameo-spafa.org by 31 October 2021.

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