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# SEAMEO-SPAFA is looking for an Executive Assistant (Bangkok)



SEAMEO SPAFA Regional Centre  
for Archaeology and Fine Arts

**SEAMEO-SPAFA**, the Regional Centre for Archaeology and Fine Arts, which is part of the Southeast Asian Ministers of Education Organization (SEAMEO) and also an affiliate member of ASEMUS, has recently advertised the post of an **Executive Assistant**. **Duties and responsibilities** of the post-holder will include the following: 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. Required **qualifications and experience** are as follows: 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. **Applications should be submitted urgently.** For additional details and access to the application form, please visit [http://www.seameo-spafa.org/news\\_events\\_detail.php?tid=510](http://www.seameo-spafa.org/news_events_detail.php?tid=510)

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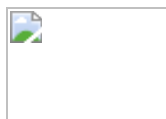
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