

## **Post Description**

1. **Designation** : Publication and Multimedia Specialist (PMMS)
2. **Category and Grade** : “Professional” category, P-2
3. **Basic Salary Per Annum** : Year I : US\$ 29,246.-  
Year II : US\$ 30,809.-  
Year III : US\$ 32,372.-
4. **Installation Grant** : Without Dependent : US\$ 2,055.-  
  
(For staff member whose recognized home is in a city other than that of the duty station).  
With dependents  
- for the staff member : US\$ 4,110.-  
- for each dependent : US\$ 2,055.-  
to a maximum of 3 dependents  
(Dependents mean spouse and children who are unmarried and under the age of 18 years or, if in full time attendance at an education institution, under the age of 21)
5. **Living Allowance** : Baht 19,185 monthly
6. **Tenure of Appointment** : A term of three years and be eligible for reappointment, but limited to two consecutive terms and on exceptional cases, it can be extended for one more term if proven to have excellent performance.
7. **Duties and Responsibilities** : The PMMS is mainly responsible for coordinating the planning, development, packaging and design of publication and multimedia resources for use in programs and dissemination in various formats and platforms as well as in coordinating the content development for information and communication purposes. The major outputs of this position enable and support the technical team to disseminate credible, relevant, and timely evidence-based information through various media platforms, whether print or non-print materials. This position reports to the Deputy Director for Programme and Development and works as a professional without subordinate.

## I. SEAMEO Publications and Multimedia

- Prepares and executes work plan on development of publications (e.g. journals, policy briefs, notes, flyers, other collaterals), multimedia resources (e.g. videos, presentation slides and others) based on strategic framework and agenda.
- Quality assures, monitors and evaluates implementation of work plan on publications and multimedia development.
- Ensures and coordinates the publication of journals, magazines, flyers, and other relevant materials and collaterals for information, communication and advocacy as well as the updating of SEAMEO website and Intranet in coordination with the KM Unit.
- Performs copyediting and proofreading of materials for publication.
- Prepares and designs multimedia resources (e.g. presentation slides, video materials, etc.).
- Coordinates with specialists and other personnel on content and design of multimedia resources.
- Provides technical advice to the Directorate especially on publication, multimedia matters.
- Prepares and provides content for Information and Communication purposes; for this purpose, coordinates with and specialists for content and with KM for dissemination.
- Facilitates capacity building of SEAMEO in the area of publication and multimedia production in coordination with LIIS and other relevant officials.

## II. Programme Development and Implementation

- Prepares and executes work plan on publication and multimedia.
- Assists the Director and the Deputy Director for Programme and Development in the development and implementation including negotiation with partners for possible funding of programmes as may be assigned.

## III. Conferences/Seminars/Workshops/Meetings

- Plans and coordinates conferences, seminars, workshops, and meetings and serves as rapporteur in these activities.
- Provides technical assistance to conferences, seminars, workshops and meetings (e.g. as facilitator, program team member, preparation, editing and proofreading of SEAMEO papers, proceedings, working papers, final reports, etc.).

## IV. Other Duties

- Provides technical assistance to SEAMEO Centres and Member Countries as may be assigned.
- Coordinates with SEAMEO Centres and partners on collaborative initiatives.
- Attends meetings as may be necessary and as may be assigned.
- Provides technical assistance to other programs (e.g. as facilitator, program team member, etc.)
- Writes speeches and other public remarks for the Directorate as may be assigned.

- Performs other related duties as may be assigned by the Director and the Deputy Director for Programme and Development.

8. **Qualifications and Experience Required**

- a. A university degree in Communication Arts, Information Management, or Marketing and related fields. An advanced degree would be an advantage.
- b. At least five-year experience in planning and information management.
- c. Proven extensive experience and knowledge in report writing and/or publication editorial.
- d. Good knowledge of computer operation in both Windows and Macintosh operating system, especially in desktop publishing programme, illustration and photo retouching/manipulation software.
- e. Pleasant personality with good interpersonal relations and be able to work under stress and pressure.
- f. Excellent command of spoken and written English.
- g. Sound physical and mental health and be able to travel in the region and beyond.
- h. A citizen of a SEAMEO Member Country.
- i. Age of 55 years old maximum at the time of appointment.

9. **Privileges and Immunities** : Please consult Article 12 of the Agreement between the Government of Thailand and SEAMEO regarding the Headquarters of SEAMEO in Thailand, the extract of which is herewith enclosed.
10. **Medical Benefits** : Free medical care and annual medical examinations for the staff member.
11. **Limitations on Employment** : Please consult Rule 104.1 (a) and (b) of the SEAMEO Secretariat Staff Regulations and Staff Rules.