



**The Southeast Asian Ministers of Education Organization (SEAMEO)** is an intergovernmental organization established in 1965 among governments of Southeast Asian countries to promote cooperation in education, science and culture in the region. We are now seeking qualified candidate to fill in the following position

## **Job Vacancy**

<b>Position:</b>	Human Resource Assistant (HRA)
<b>Duty Station</b>	Bangkok, Thailand
<b>Category and Grade</b>	General Service
<b>Duration of contract</b>	3 years, renewable
<b>Application Deadline</b>	Saturday, 20 May 2023

## **Responsibilities**

- Support the development and implementation of HR initiatives and systems.
- Be actively involved in recruitment by preparing job descriptions, posting advertisement and managing the hiring process.
- Create and implement effective onboarding plans.
- Assist in the development of training/capacity building programmes or activities.
- Assist in receiving the visitors and answering the phone.
- Maintain employee records such as staff attendance, leave record, travel authority, staff information, internship database etc. according to policy.
- Perform other admin duties as assigned by the supervisor.

## **Required Qualifications and Skills**

- Thai national, age between 25-40 years
- University degree in HR Management, Administration or related field
- Minimum 3 years of experience in administrative/HR services
- Have pleasant personality with good interpersonal skills and ability to interact effectively with people in a multidisciplinary and multicultural environment
- Good command of both spoken and written English
- Problem-solving and decision-making aptitude
- Possess computer literacy in MS Office
- Sound physical and mental health and be able to travel

## **Selection and Recruitment Process**

The interested candidates please submit the complete application form (On-line application form at <https://link.seameo.org/jobs/GS>) with your resume and expected salary to [secretariat@seameo.org](mailto:secretariat@seameo.org)

Please note that only selected candidates will be further contacted and any decision and judgement reached by the organizing committee is deemed final.

Please visit [www.seameo.org](http://www.seameo.org) for more information or contact +66 (0) 2 391 0144