



## URGENTLY REQUIRED

SEAMEO Regional Open Learning Centre (SEAMOLEC) is one of the 26 Centres under the auspices of Southeast Asian Ministers of Education Organization (SEAMEO) focusing in the field of Open and Distance Learning (ODL). Owing to various programs that become its core tasks, like; trainings, consultancies, research and development, and information dissemination, SEAMOLEC is assisting the SEAMEO Member Countries to find alternative solution to enhance the quality of its people through Open and Distance Learning (ODL).

The goal of SEAMOLEC is to undertake relevant programs that are responsive to current national and regional needs through the utilization of open and distance learning system. The Centre has vision “to be the center of expertise in open and distance learning” and mission “to assist SEAMEO Member Countries in identifying educational problems and finding alternative solutions for sustainable human resource development through the dissemination and effective use of open and distance learning”.

To achieve its vision and mission, SEAMEO SEAMOLEC is looking for a qualified candidate to fill the position of Secretary for the Director with the following qualifications:

1. Bachelor Degree (S1/D4) from any major (preferably from Secretary/ English/ Communication) with Minimum GPA of 3.00 (scale : 4.00)
2. Age not over 30 years old
3. Preferably experience 1 year in related fields
4. Language: High-level of proficiency (fluent or native). Ability to write and speak fluently in Bahasa Indonesia and English. Experience on written English Proficiency in MS Office, particularly Word, Excel and PowerPoint
5. Attractive/professional appearance and confident
6. Able to communicate well and have good team work attitude
7. Ability to effectively organize, prioritize work assignments, responsive, multi-task, and work well under pressure
8. Ability to establish and maintain working relationships with supervisor and other staff

If you are interested and possess the above qualifications please send your application letter, comprehensive CV, recent photograph and contact number no later than February 25<sup>th</sup>, 2019 with subject “**Position for Secretary for the Director SEAMEO SEAMOLEC**” to the following email address: [\*\*hrd@seamolec.org\*\*](mailto:hrd@seamolec.org).

Only short-listed candidates will be contacted.

## SCHEDULE

Activities	Date
Job Vacancy Announcement	11-18 February 2019
Application Entries	18-25 February 2019
Administrative Selection Process	26 February 2019
Announcement of Administrative Selection	27 February 2019
Written test	4 March 2019
Announcement of Written test	5 March 2019
Interview	8 March 2019
Final Announcement	13 March 2019