

The South East Asia-Pacific Audio Visual Archive Association (SEAPAVAA), founded in 1996, is a professional association of organizations and individuals involved or interested in the development of audiovisual archiving in Southeast Asia and the Pacific. It particularly aims to promote audiovisual archiving and to preserve and provide access to the region's rich audiovisual heritage. We assist our members in strengthening their capabilities in audiovisual acquisition, management, preservation and provision of access to collections through research, training, consultancy and networking. We continue to dedicate ourselves to projects addressing common issues and concerns aiming to establish region wide standards, methods and procedures. As of 2014, SEAPAVAA has almost 100 member archives, institutions and professionals from 32 different countries around the world.

JOB OPENING

ADMINISTRATIVE COORDINATOR

The Administrative Coordinator is the principal individual that runs the operations of the Association, which includes office administration, membership management, communications & publications, project & events coordination, records management, and executive assistance. Under the general direction of the Executive Council and direct supervision of the Secretary-General, the Administrative Coordinator handles the Secretariat based in Manila, Philippines.

RESPONSIBILITIES

Office Administration

Perform day-to-day secretarial functions including handling communications, records keeping, and managing office logistics such as equipment and supplies

Under the direct supervision of the Treasurer, manage the Association's finances which includes handling financial/bank transactions, issuing invoices and receipts, preparing budgets, and keeping/reporting financial records

Membership Management

Manage the Association's membership, which entails maintaining membership records, processing applications, and updating relevant information

Communications and Publications

Craft and execute official communications such as letters, memos, proposals, and presentations

Coordinate and liaise with SEAPAVAA officers, members, partners, and other stakeholders

Handle creation, updating, and dissemination of the different publications of the Association which includes the website, newsletters, bulletins, reports, programs, and pamphlets

Project Coordination

Provide secretariat support to SEAPAVAA events and projects such as in meetings, conferences, and workshops

Records Management

Oversee the SEAPAVAA Archives of administrative and institutional records

Executive Assistance

Provide assistance requested by the Executive Council regarding matters related to the Association

Other related duties in accordance to strategic and development plans of the Association

REQUIREMENTS

Work Ethic

Must be highly organized, detail oriented, self-motivated, and proactive. Applicant must be able to work with professionals from various cultures.

Skills

Excellent written and oral communication skills in English a must. Knowledge and proficiency in other languages used in Southeast Asia – Pacific a plus

Strong computer skills, particularly in Microsoft Office programs, a must. Desktop publishing, digital design, and website management skills are advantageous.

Background

Must have a Bachelor's degree or equivalent experience gained in a similar capacity

Applicants with professional experience in office administration, non-profit institutions, records management, and/or international relations highly preferred. Fresh graduates with considerable skills and related experience may apply.

Knowledge and/or interest in audiovisual heritage and preservation is desirable. Experience in the audiovisual archive field a plus.

Willing to be based in Manila but must be able to travel outside of the Philippines

TERMS AND CONDITIONS

This is a full-time position, renewable on a yearly basis with an initial six-month probationary term. Applicants must be willing and able to work for a minimum of three consecutive years with the Association.

Initial base pay for the probationary term is US\$400 – 450 per month (based on a 40 hour working week) commensurate with experience and qualifications. Salary increase after confirmed permanent appointment dependent on performance evaluation. A benefit package is available after the probationary period.

APPLICATION PROCESS

Interested applicants should email their letter of intent and resume/CV to b.olgado@archonsolutions.net and Irene_LL_LIM@nlb.gov.sg no later than **June 27, 2014**. The letter must be addressed to: Irene Lim, Secretary-General of SEAPAVAA. Kindly use the following format as the subject heading of your email: SEAPAVAA Administrator Application [Your last name].

Only short-listed candidates will be contacted for a series of interviews. References should be available if so requested.