

South East Asia-Pacific Audio Visual Archive Association (SEAPAVAA)

JOB DESCRIPTION

<i>Position Title</i> Administrative Coordinator	<i>Status of Appointment</i> contractual	<i>Duration of appointment</i> renewable yearly
<p><u>Responsibilities</u></p> <p>Under the general direction of the Executive Council and direct supervision of the Secretary-General, the Coordinator will perform Secretariat functions including administrative and representational functions in support of SEAPAVAA's services and activities. Specific duties include:</p> <ul style="list-style-type: none"> a) Provide secretariat support for SEAPAVAA activities and events, including the annual conference and committee projects; b) Collect, process, and maintain records of membership applications and conference registrations. Includes the on-going maintenance of SEAPAVAA databases, E-List and the membership and committee rosters; c) Coordinate and assist in the implementation of SEAPAVAA's desktop publishing activities, including the membership directory, newsletter, conference program and other publications; d) Create and disseminate materials, including forms, factsheets and other basic documents, to the membership, the Executive Council, or various committees. Includes updating the SEAPAVAA website; g) Liaise with SEAPAVAA members, representatives of other external organizations and CCAA member-associations; e) Maintain accurate financial records including processing SEAPAVAA's payments, receipts, donations, other financial transactions and associated financial reports; f) Oversee SEAPAVAA's archives, including the storage and maintenance of audio and video records of conference activities, or other association proceedings; h) Perform basic office functions, such as general record-keeping, processing mail, email and other communications. Includes writing standard business correspondence; i) Work with suppliers and partners of SEAPAVAA relative to the implementation of the Association's activities and other services; j) Support the functioning of the Executive Council, including the taking and drafting of minutes & project proposals; k) Other duties as may be required. 	<p><u>Requirements</u></p> <ol style="list-style-type: none"> 1. Must be highly organized, with strong written and oral communication skills; 2. Self-motivated and ability to work independently; 3. Preferably with strong computer skills, including desktop publishing, databases, email and web design; 4. Fresh graduates are welcome to apply. 5. Knowledge of moving image and sound history, including the range of functions in an AV archive is desirable; experience working in the audio-visual archive field a plus; 6. Willing to be based in Manila but able to travel. <p>* Initial appointment is subject to a satisfactory medical examination.</p>	<p><u>Terms and Conditions</u></p> <p>Annual salary for this position is in the range of US\$4500 to US\$6000 and is commensurate with experience and qualifications.</p> <p>In addition, SEAPAVAA offers a benefit package, including 30 days' annual vacation and sick leave, Personnel Economic Relief Allowance (PERA), contribution PAG-IBIG FUND premium, SSS (social security system) premium and PHILHEALTH premium, Year-End Bonus and Productivity Incentive Bonus.</p>
<p><u>To Apply</u></p> <p>Interested applicants should email their motivation letter and resume, stating your expected salary, to seapavaa@yahoo.com and bthiam@asianfilmarchive.org. Only short-listed candidates will be contacted. Application closing date is 15 Jan 2009. Application letter must be addressed to: Bee Thiam TAN, Secretary-General of SEAPAVAA (SEAPAVAA Secretariat).</p> <p>For more information, you may contact Vicky BEJERANO c/o Management Information Systems Division, Philippine Information Agency at 981-5020 loc. 5227 or 09208327785.</p>		
<p><u>About SEAPAVAA</u></p> <p>South East Asia-Pacific Audio Visual Archive Association (SEAPAVAA) founded in 1996, is a regional association of audiovisual archive institutions and individuals involved in, or interested in the development of audiovisual archiving in the Southeast Asia-Pacific region - "ASEAN plus three group", Australasia and the Pacific Islands. It particularly aims to promote the audiovisual archiving and to preserve and provide access to the region's rich audiovisual heritage. SEAPAVAA is a member of the Coordinating Council of Audiovisual Archive Associations (CCAAA) and work closely with the UNESCO to pursue common goals in the service of international cooperation and development. SEAPAVAA is run and managed by an Executive Council which consists of heads of archiving institutions in the region, and which is duly elected by its General Assembly/membership. SEAPAVAA consists of committees (comprised of members) which support the Executive Council in pursuing the Association's objectives.</p>		