



*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 2016, SEAPAVAA has around 80 member archives, institutions, and professionals from 29 different countries around the world.*

## **JOB OPENING**

### **ADMINISTRATIVE ASSISTANT**

The Administrative Assistant provides support to the Administrative Coordinator in running the organisation. This individual does organisational support jobs sharing tasks with the Administrative Coordinator including office administration, project management, membership development, communications and publications, records management, and executive assistance. The Administrative Coordinator will supervise the Administrative Assistant and will report to the Secretary-General. The Administrative Assistant will be 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

#### **Project Management**

Provide secretariat support to SEAPAVAA events and projects primarily during the annual conference and regular meetings

#### **Membership Development**

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

#### **Communications and Publications**

Craft and execute official communications such as letters, memos, proposals, and presentations. Handle creation, updating, and dissemination of SEAPAVAA-related publications

#### **Records Management**

Assist in organizing and maintaining an orderly 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, website management and records management skills are advantageous.

### Background

- Must have a Bachelor's degree preferably in the following fields:
  - International Relations
  - Public Relations
  - Library and Information Studies
  - Development Studies
  - Communication Arts
- 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. Experiences in the audiovisual archives 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 commensurate with experience and qualifications. Salary increase after confirmed permanent appointment dependent on performance evaluation. A benefit package including Social Security and Health are available after the probationary period.

## APPLICATION PROCESS

Interested applicants should email their letter of intent and resume/CV to [b.olgado@slis.upd.edu.ph](mailto:b.olgado@slis.upd.edu.ph) and [secretariat@seapavaa.net](mailto:secretariat@seapavaa.net) no later than **November 30, 2016, Wednesday**.

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 on December 2, 2016, Friday for a series of interviews. References should be available if so requested.