



*The South East Asia-Pacific Audiovisual 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 aims to promote archiving of the region's rich audiovisual heritage. We assist our members in strengthening their capabilities in this specialized field through training and networking.. As of 2019, SEAPAVAA has 80 member archives, institutions, and professionals from 29 different countries around the world.*

## **JOB OPENING FOR AN ADMINISTRATIVE ASSISTANT FOR SEAPAVAA**

The Administrative Assistant (AA) provides organizational support to the SEAPAVAA Administrative Coordinator (AO) in running the operations of SEAPAVAA. The support includes office administration, project management, membership development, communications and publications, archives and records management, and executive assistance. The AO who reports to the SEAPAVAA Secretary-General, will supervise the AA. The AA will be based in Manila, Philippines.

### **RESPONSIBILITIES**

#### Office Administration

Day-to-day secretarial functions including the handling of communications, records keeping, and managing office logistics such as equipment and supplies.

#### Project Management

Secretariat support for SEAPAVAA events and projects, including the association's annual conference and Executive Council meetings.

#### Membership Development

Management of SEAPAVAA's membership, which entails maintaining and updating membership records, and processing new membership applications.

#### Communications and Publications

Drafting and execution of official communications such as letters, memos, proposals, and presentations. Project management for SEAPAVAA-related publications.

#### Archives and Records Management

Organisation and maintenance of an orderly SEAPAVAA archives and records management programme.

#### Executive Assistance

Assistance on matters related to the strategic development of the association, as directed by the SEAPAVAA Executive Council.



## **PRE-REQUISITES**

Willing and able to work for SEAPAVAA for a minimum of three consecutive years from the date of appointment as the association's Administrative Assistant.

### Work Ethics

Must be teachable, adaptable, disciplined, self-motivated and proactive.

Must be able to work with professionals from different countries and cultures.

### Skills

Strong organizational skills and an eye for details are required.

Excellent written and oral communication skills in English is a must. Proficiency in the other languages used in the Southeast Asia-Pacific region, is a plus.

Strong computer skills, particularly in Microsoft Office programmes, is a must.

Desktop publishing, digital design, website management and records management skills are advantageous.

### Educational Qualifications and Experiences

- 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 experience in not-for-profit cultural institutions, international relations, office administration, records management, are preferred.
- Fresh graduates with the skills we are looking for and have some related experience may apply.
- Knowledge and/or interest in audiovisual heritage and preservation is desirable. Experience in the audiovisual archiving field is a plus.
- Willing to be based in Manila, Philippines.
- Must be able to travel when required by the association in relation to SEAPAVAA-related works.



## **EMPLOYMENT TERMS AND CONDITIONS**

The Administrative Assistant is a full-time position, renewable on a yearly basis, with an initial six-month probationary term.

The initial base pay for the probationary term is commensurate with experience and qualifications. A benefit package including Social Security and Health, will be made available after the probationary period.

Salary increase after the appointment is placed on permanent establishment, is dependent on performance as assessed by the SEAPAVAA Executive Council.

## **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 **October 29, 2019, Tuesday**. Applications received after this date will not be considered.

The letter must be addressed to: **Irene Lim, President of SEAPAVAA**. Kindly use the following format as the subject heading of your email: Administrative Assistant Application [your last name].

Only short-listed candidates will be contacted by November 6, 2019, Wednesday for a series of interviews. References should be made available upon request.