

ด่วนที่สุด
ที่ ศธ ๐๒๐๕/ทศ.๓๖



สป.อว (1)
รับที่ 15995
วันที่ 08 พ.ย. 2562 เวลา 15:47

กระทรวงศึกษาธิการ
กทม. ๑๐๓๐๐

พฤศจิกายน ๒๕๖๒

เรื่อง การเปิดรับสมัครบุคคลเพื่อสรรหาและสอบคัดเลือกให้ดำรงตำแหน่งรองผู้อำนวยการสำนักงาน
เลขาธิการซีมีโอ (ฝ่ายบริหารและสื่อสาร)

เรียน ปลัดกระทรวงการอุดมศึกษา วิทยาศาสตร์ วิจัยและนวัตกรรม
สิ่งที่ส่งมาด้วย เอกสารที่เกี่ยวข้อง จำนวน ๓ ชุด

กลุ่มงานอำนวยการ สอ.
รับที่ ๙๐๑
วันที่ ๙.๓.๐.๖๒ เวลา ๑๖.๓๑

ด้วยสำนักงานเลขาธิการซีมีโอแจ้งว่า นายประเสริฐ ทีปะนาถ รองผู้อำนวยการสำนักงาน
เลขาธิการซีมีโอ (ฝ่ายบริหารและสื่อสาร) ซึ่งมีกำหนดระยะเวลาในการดำรงตำแหน่ง ระหว่างวันที่
๑๘ เมษายน ๒๕๖๐ - ๑๗ เมษายน ๒๕๖๓ ได้ยื่นความประสงค์ขอลาออกจากตำแหน่งดังกล่าว ตั้งแต่วันที่
๑ กุมภาพันธ์ ๒๕๖๓ โดยมีกำหนดเข้าทำงานวันสุดท้ายถึงวันที่ ๑๖ ธันวาคม ๒๕๖๒ พร้อมทั้งขอความร่วมมือ
กระทรวงศึกษาธิการพิจารณาคัดเลือกบุคคลที่มีคุณสมบัติเหมาะสมในการดำรงตำแหน่งดังกล่าว

ในการนี้ สำนักงานปลัดกระทรวงศึกษาธิการ ขอความร่วมมือจากหน่วยงานของท่าน
ในการประชาสัมพันธ์และเผยแพร่เรื่องการเปิดรับสมัครบุคคลเพื่อสรรหาและสอบคัดเลือกให้ดำรงตำแหน่ง
รองผู้อำนวยการสำนักงานเลขาธิการซีมีโอ (ฝ่ายบริหารและสื่อสาร) ไปยังบุคคลผู้สนใจ โดยผู้สมัครจะต้องมี
สัญชาติไทย อายุระหว่าง ๔๕ - ๕๕ ปี (นับตั้งแต่วันที่ได้รับการแต่งตั้งให้ดำรงตำแหน่ง ซึ่งคาดว่าจะ
ในช่วงเดือนมกราคม ๒๕๖๓) จบการศึกษาระดับมหาวิทยาลัยในสาขาสังคมศาสตร์ การศึกษา การบริหาร
เศรษฐศาสตร์และการบัญชี หรือสาขาอื่นที่เกี่ยวข้อง (หากจบการศึกษาระดับปริญญาโทหรือปริญญาเอก
ในสาขาดังกล่าว จะได้รับการพิจารณาเป็นพิเศษ) มีประสบการณ์ในตำแหน่งบริหาร โดยเฉพาะ
การวางแผนและการจัดการด้านการบริหารและ/หรือการเงินและด้าน ICT รวมทั้งดำเนินงานร่วมกับ
องค์กรระหว่างประเทศต่าง ๆ มีความรู้ความสามารถด้านทักษะการใช้ภาษาอังกฤษในระดับดีเยี่ยม แสดงออก
ถึงภาวะผู้นำที่มีประสิทธิภาพโดยเน้นเรื่องการเมืองมีนวัตกรรมและความคิดสร้างสรรค์ ถ้าตัดสินใจ มีมนุษยสัมพันธ์
และสามารถทำงานร่วมกับผู้อื่นได้ดี รวมทั้งสามารถปฏิบัติงานภายใต้สภาวะกดดัน และมีความเป็นมืออาชีพ

อนึ่ง ผู้สมัครจะต้องกรอกแบบฟอร์มการสมัครตำแหน่งฯ พร้อมทั้งแนบเอกสาร จำนวน
๑ หน้ากระดาษ A4 ซึ่งเขียนบรรยาย หัวข้อ "In your capacity of Deputy Director (Administration
and Communication) for SEAMEO Secretariat, please explain how you will balance your
contribution to the SEAMEO work and the interest of Thailand while keeping the idea of regionalism."

/หังนี้...

ทั้งนี้ ขอความกรุณาเสนอชื่อผู้สมัครไปยังสำนักความสัมพันธ์ต่างประเทศ สำนักงานปลัดกระทรวงศึกษาธิการ ภายในวันที่ ๓๐ พฤศจิกายน ๒๕๖๒ โดยกระทรวงศึกษาธิการจะดำเนินการสอบคัดเลือกผู้ที่มีคุณสมบัติเหมาะสมในตำแหน่งข้างต้นต่อไป

จึงเรียนมาเพื่อโปรดพิจารณาดำเนินการในส่วนที่เกี่ยวข้องต่อไปด้วย จักขอบคุณยิ่ง

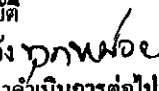
ขอแสดงความนับถือ

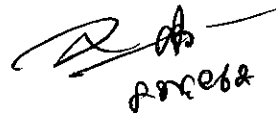


(นางศุภมาส อิศอภังกร)
รองปลัดกระทรวง ปฏิบัติราชการแทน
ปลัดกระทรวงศึกษาธิการ

มอบ.....

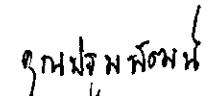
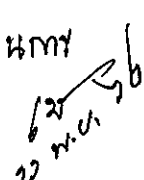

เพื่อโปรด

- ทราบ
- อื่นปฏิบัติ
- เรียนแจ้ง 
- พิจารณาดำเนินการต่อไป



(นายวันนี นนท์ศิริ)
ผู้อำนวยการสำนักอำนวยการ

สำนักงานปลัดกระทรวง
สำนักความสัมพันธ์ต่างประเทศ
โทร. ๐ ๒๖๒๘ ๕๖๔๖ ต่อ ๑๐๘
โทรสาร. ๐ ๒๒๘๑ ๐๘๕๓

เห็น 
โปรดดำเนินการ 

Job Description

1. **Designation** : Deputy Director (Administration & Communication)
2. **Category and Grade** : Professional Category, P-4
3. **Basic Salary per Annum** :

Year I	US\$ 40,419.-
Year II	US\$ 42,796.-
Year III	US\$ 45,173.-
4. **Installation Grant** : Without dependents US\$ 2,055.-

 (For staff members whose recognized home is in a city other than that of the duty station) : With dependents:
 for the staff member US\$ 4,110.-
 for each dependent US\$ 2,055.-
 to a maximum of 3 dependents

 (Dependents mean spouse and children who are unmarried and under the age of 18 years or, if in full time attendance at an educational institution, under the age of 21.)
5. **Living Allowance** : Baht 18,185.- per month
6. **Tenure of Appointment** : A term of three years and be eligible for re-appointment, but limited to two consecutive terms and on exceptional cases, it can be extended for one more term if proven to have excellent performance.
7. **Duties and Responsibilities** :

Reporting to the SEAMEO Secretariat Director, the Deputy Director (Administration and Communication) will be overall in-charge in the administration and communication of the Secretariat as well as the financial management of the Organization, and assist the Director in planning the future strategic role of SEAMEO in Southeast Asian region and beyond. He/She is also responsible for the supervision of all staff under his/her charge. The specific duties responsibilities of the incumbent are as follows:

- a) Take charge of the day to day supervision of the administration of SEAMEO Secretariat including all administration, communication, computer system and financial operations.
- b) Plan and develop the facilities and infrastructures for a communication and networking strategy for the Secretariat that will expand the impact of SEAMEO to interested institutions and countries and also to support the marketing strategies and activities of SEAMEO.

- c) Assure the efficient and effective management of funds for the Organization and availability of up-to-date and accurate information regarding all aspects of SEAMEO funding activities, especially on the status of funds, funding requirements, and other data required for the preparation of reports to ensure the smooth operations of the Organization and its activities and also for SEAMEO Secretariat to implement donor contacts and keep the Council informed.
- d) Take charge of staff development including the plan and development of skills in SEAMEO Secretariat and SEAMEO Centres to support the network.
- e) Maintain close working relationship between SEAMEO Secretariat and the Regional Centres/Network in matters related to financial aspects.
- f) Carry out special projects/activities related to finance and funding activities as assigned by the Director.
- g) Support and collaborate with Deputy Director (Programme and Development) in conducting the marketing activities of SEAMEO Secretariat.
- h) Carry out duties as Acting Director/Officer-in-Charge of SEAMEO Secretariat when assigned to do so in the absence of the Director.
- i) Assume any other responsibilities and functions which may be assigned by the Director of SEAMEO Secretariat from time to time.

8. **Qualifications and Experience Required:**

Education :

A university degree in Social Science, Education, Management, Economics and Finance or related fields. An advance post-graduate Diploma or a degree (Master or Doctoral) in these fields is an added advantage.

Experience :

Experience in a management position, preferably in planning and administrative and/or financial management as well as ICT management. Exposure to working in an international environment is highly desirable.

Language :

Must have excellent command of English, both oral and written.

Personality :

Must possess good leadership qualities. Must have excellent interpersonal relations and willing to work as a team. Must possess firm decision-making abilities. Must possess self-discipline necessary to work under stress and pressure and to work on details professionally. Since SEAMEO is a unique international organization, creativity and imagination in leadership are required rather than bureaucratic approach to management.

Must be a national of a SEAMEO Member Country.

Age : 45-55 on the date of appointment.

9. **Privileges and Immunities** : Please refer to Article 12 of the Agreement between the Government of Thailand and SEAMEO regarding the Headquarters of SEAMEO in Thailand, the extract of which is herewith enclosed.
10. **Medical Benefits** : Free medical care under the Group Health Insurance and annual medical examination.
11. **Limitations on Employment** : Please refer to Rule 104.1 (a) and (b) of the SEAMEO Secretariat Staff Regulations and Staff Rules.

Extract from SEAMES Staff Regulations and Staff Rules

DUTIES, OBLIGATIONS AND PRIVILEGES

Regulation 1.1:

In accordance with Article 5, paragraph 6 of the SEAMEO Charter, the responsibilities of all members of the Secretariat are exclusively international in character. By accepting appointment in SEAMES, they undertake to discharge their functions and to regulate their conduct with the interests of the Organization only in view.

Regulation 1.3:

In the performance of their duties, members of the Secretariat shall neither seek nor accept instructions from any government or from any authority external to the Organization..

Regulation 1.9:

On accepting appointment, each staff member shall subscribe to the following declaration

“I solemnly undertake to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the Southeast Asian Ministers of Education Organization, to discharge these functions and regulate my conduct with the interests of the Organization only in view, and not to seek or accept instructions in regard to the performance of my duties from any government or from any authority external to the Organization.

APPOINTMENT AND PROMOTION

Regulation 4.3:

In appointing and promoting staff members and in renewing appointments, the SEAMES Director shall aim at the highest standard of integrity, efficiency and technical competence. Subject to this consideration, appointment to the staff shall be on as wide a geographical basis as possible.

Regulation 4.4:

Selection and recruitment of staff members shall be made on a competitive basis, as far as practicable without distinction as to nationality, sex or religion.

Regulation 4.6:

Staff members in the Professional category shall be appointed for a term of three years and may be eligible for reappointment.

The employment terms of professional staff of the Secretariat shall be limited to two consecutive terms and on exceptional cases, can be extended for one more term if proven to have excellent performance by the Director of the SEAMEO Secretariat.

Rule 104.1: Limitations on Employment

- (a) Only when another person equally well qualified cannot be recruited, an appointment may be granted to:
 - (i) A candidate who is not a citizen of a Member State.
 - (ii) A candidate who is the husband, wife, father, mother, son, daughter, brother or sister of a staff member.
- (b) A candidate for a post in the Professional category shall be required to possess at least a university degree or equivalent experience and to show that he has a good working knowledge of English.
- (c) Posts in the General Service category shall normally be filled by the appointment of persons whose recognized home is in or is deemed to be in the host country of the Secretariat. Nevertheless, if no such suitably qualified person can be found, persons who are nationals of the Member Countries whose recognized home is other than the host country of the Secretariat may be appointed. Such persons shall be entitled to Non-Resident's Allowance but shall not:
 - (i) be eligible for other allowances, funds or benefits that are accorded specifically to staff members whose recognized home is located outside the country of their duty station;
 - (ii) receive payment or reimbursement from the Organization for the transportation of personal effects or for travel expenses in respect of himself or any of his recognized dependents in connection with appointments, home leave or separation.

Rule 104.2: Terms of Appointment

- (a) A candidate selected for appointment as a staff member of the Secretariat shall receive a Letter of Appointment signed by the SEAMES Director or his authorized representative specifying the terms and conditions of his appointment.
- (b) There shall be annexed to the Letter of Appointment a copy of the Staff Regulations and Staff Rules as well as copy of the Declaration of Office (Regulation 1.9).

- (c) In accepting an appointment, the candidate shall declare in writing that he has taken cognizance of the Staff Regulations and Staff Rules and that he accepts their conditions.
- (d) The Letter of Appointment with its annexes and the Letter of Acceptance with the Declaration of Office, duly signed, shall constitute his contract of employment.

Rule 104.3: Effective Date of Appointment

The appointment of a staff member shall take effect from the date on which he starts authorized travel to assume his duties or if no such travel is involved, from the date on which he assumes his duties.

INCENTIVES AND BENEFITS FOR STAFF MEMBERS IN THE PROFESSIONAL CATEGORY AND ABOVE

(I) Installation Grant

Rule 103.7:

- (a) A staff member of the Professional category and above whose recognized home is in a city other than that of the duty station and who has to reside in the city of the duty station after appointment shall be entitled to an Installation Grant for his installation and that of his dependents at the duty station to which he is appointed for not less than one year unless he has actually resided at such duty station for twelve months or more immediately prior to appointment.
- (b) The Installation Grant shall be equivalent to
 - (i) Thirty days of daily subsistence allowance under the conditions indicated in (c) below for the staff member and a maximum of three dependents who join him at the duty station for a minimum period of six months;
 - (ii) Fifteen days of daily subsistence allowance for the staff member with no dependents or whose dependents do not join him at the duty station.
- (c) The amounts payable in respect of staff members shall be calculated in accordance with the conditions and rates established by the SEAMES Director and approved by the Council and the amount payable in respect of each eligible dependent shall be calculated on the basis of half the daily rate applicable to the staff member concerned.
- (d) The grant shall be payable in the currency of the duty station and shall represent the total compensation payable by the Organization for the initial extraordinary cost incurred by a staff member in respect of himself and his dependents who join him at the duty station within six months after the appointment date.
- (e) If a staff member to whom an Installation Grant is paid under paragraph (a) above is separated from the Organization upon his own initiative before completion of at least one year's service at the duty station for which the grant is paid, the SEAMES Director may require him to reimburse all or part of the grant.

- (f) The SEAMES Director may request the staff member to whom the Installation Grant is paid for his dependents under paragraph (b) (i) above to return all or part of the Installation Grant if the dependents stay at the duty station less than six months.

(II) TRAVEL AND TRANSPORTATION

Rule 106.1: Travel Entitlements of Staff Members

- (a) The Organization shall, subject to such further instructions as the SEAMES Director may prescribe, pay the travel expenses of a staff member:
 - (i) On appointment, from his recognized home or from the place of recruitment to the duty station;
 - (ii) In connection with official business of the Organization;
 - (iii) On home leave;
 - (iv) On or within twelve months following separation in respect of travel effected from the duty station to the staff member's recognized home or to some other place to which the cost of travel does not exceed the cost of travel to his recognized home.
- (b) Notwithstanding (a) (iv) above, upon separation by resignation or summary dismissal, the Organization may, at the discretion of the SEAMES Director, pay the travel expenses of the staff member to the place of recruitment only.
- (c) If the staff member is separated from service due to abandonment of post or resignation before completing one year of service or within six months of his return from home leave, the Organization may decline to pay any travel or removal expenses consequent upon separation.

Rule 106.2: Travel Entitlements of Dependents

The Organization shall, subject to such further instructions as the SEAMES Director may prescribe, pay the travel expenses of the dependents of a staff member, the total of which shall not exceed four adult fares.

- (i) To the staff member's duty station on or subsequent to his appointment or after not less than one year of continuous service following appointment, provided that such travel is effected at least six months before the expiry of the staff member's appointment. Travel expenses from the staff member's recognized home, or place of recruitment to the duty station may be paid.
- (ii) When accompanying the staff member on home leave, provided that they resided continuously in the area of the duty station for not less than six months prior to such leave.

- (iii) On or within the twelve months following the separation or death of the staff member, or within such further period as the SEAMES Director may allow, provided that travel expenses where payable in terms of (i) above, in respect of travel effected from the duty station to the staff member's recognized home or to some other place, provided the cost of travel of dependents, subject to provisions of Rule 106.2, does not exceed the cost of travel from the duty station to the staff member's recognized home.

Rule 106.9: Transportation of Personal Effects

- (a) The Organization shall, to the extent and subject to conditions set out in the present Rule, pay the cost of transporting the personal effects of a staff member to the duty station. Such transportation costs shall be payable, upon appointment, from the staff member's recognized home or place of recruitment to the duty station and, upon separation, from the duty station to the staff member's recognized home or to some other place provided the cost is not higher.
- (b) The quantity of personal effects to be transported at the expense of the Organization shall not exceed the following:
 - (i) By land and/or sea, or by air if that mode of transportation is more economical:
 - 600 kg. in gross weight or 4.00 cubic metres in volume in respect of the staff member;
 - 600 kg. of gross weight or 4.00 cubic metres in volume in respect of a spouse travelling at the expense of the Organization;
 - 200 kg. in gross weight or 1.00 cubic metre in volume in respect of each child travelling at the expense of the Organization;
 - provided that the total quantity shall not exceed 2,400 kg. in gross weight or 16 cubic metres in volume, and
 - (ii) If the staff member travels by air, an excess baggage of not more than 40 kg.: this maximum may be increased at the discretion of the SEAMES Director when warranted by special circumstances.
- (c) In the case of a staff member entitled to transportation under (a) and (b) above, he may, at his request for personal convenience, be authorized to have his personal effects transported by air freight instead of by land and/or sea. In that event the maximum quantity allowable shall be one sixth of the maximum weight entitlements set out in (b) (i) above.
- (d) A staff member appointed for a period of less than two years but not less than six months, shall be entitled to reimbursement of the cost of transporting personal effects to the duty station from his recognized home or place of recruitment, and from the duty station to his recognized home upon separation, up to a maximum of either :

- (i) 300 kg. in gross weight or 1.80 cubic metres in volume, transported by land and/or sea.
 - (ii) 40 kg. transported by air freight.
- (e) Where the cost of transportation of personal effects is payable by the Organization, the reasonable cost of packing, crating, unpacking and uncrating shall also be payable. Storage charges shall not be allowed except in so far as they are incidental to transportation.

Rule 106.10: Insurance

The premium for insurance of accompanied baggage or baggage transported in accordance with Rule 106.9 on appointment and separation shall be reimbursed by the Organization for a maximum insured value of US\$ 4,000 for the staff member and \$ 2,000 for each member of his family who is authorized to travel at the expense of the Organization up to a total of \$ 12,000.

(III) Medical Benefits

Rule 103.10: Medical Care

- (a) The members of the Secretariat shall be provided medical care which include medical treatment and hospitalization through a health insurance scheme whereby the premium is paid for by the Organization.
- (b) The Organization shall pay half of the insurance premium for the spouse of a staff member under the same health insurance agreement as the staff member.
- (c) The terms of the health insurance agreement for the staff member and his dependent shall be determined by the SEAMES Director.
- (d) The SEAMES Director may change, when necessary, the medical benefit for the staff and his dependent, subject to the limitation of fund set aside for the purpose.

(IV) Salary Loan

Rule 103.9:

- (a) A loan equivalent to one month salary may be made to a staff member with the authorization of the SEAMES Director on recommendation of the Deputy Director.
- (b) No loan shall exceed \$ 200 for each unexpired month of the staff member's appointment, subject to an overall maximum equivalent to the staff member's one-month salary.
- (c) Request for a loan shall be considered in the light of any loan previously granted to the applicant, the extent of his indebtedness to the Organization and other relevant factors.
- (d) Recovery of a loan shall be effected over a period not exceeding twelve months. If the staff member concerned is to be separated from the Organization, all outstanding loan shall be recovered in full before actual separation.

(V) **Death Gratuity**

Rule 107.7:

- (a) In the event of the death of a staff member on a fixed-term appointment, his spouse or recognized heir shall receive a gratuity based upon completed years and months of service in accordance with the following schedule:

<u>YEARS OF SERVICE</u>	<u>GRATUITY IN MONTHS OF PAY</u>
3 or less	3
more than 3 up to 5	4
more than 5 up to 7	5
more than 7	6

- (b) If no spouse or children survive the staff member, the Death Gratuity shall be paid to next of kin.

(VI) **Separation Gratuity**

Rule 107.9:

- (a) A staff member of the Professional category and above who has served SEAMES at least one term of office but not less than two years shall upon separation be entitled to separation gratuity equivalent to his last full month salary for every term completed up to a maximum of three terms, provided that such a separation is not caused by bad conduct.
- (b) After completing each full term, the staff member who separates from the service before completing the current term shall be eligible for the separation gratuity proportionate to the time served for that term.
- (c) The amount of separation gratuity payable to the staff member whose appointment is less than three years is prorated based on the time served to the full term.

Privileges of "Professional" Staff at SEAMEO Secretariat

(as provided in Article 12 of the Agreement between the Government of Thailand and SEAMEO regarding the Headquarters of SEAMEO in Thailand)

"Article 12"

1. International officials whose names are communicated to and approved by appropriate Thai authorities shall be:
 - a) immune from legal process in respect of all activities performed by them in carrying out their official functions (including words spoken or written);
 - b) exempt from all direct taxation on salaries and emoluments paid to them by the Organization;
 - c) exempt, together with their spouses and children dependent on them, from the immigration restrictions and alien registration;
 - d) granted, with regard to foreign exchange, the same facilities as are granted to resident members of diplomatic missions of comparable rank;
 - e) accorded, together with their spouses and children dependent on them, the same repatriation facilities in time of international crisis as members of diplomatic missions accredited to Thailand;
 - f) exempt from customs duties on the following articles imported within six months after their first arrival to take up their post in Thailand or after the entry into force of this Agreement, whichever is later:
 - i) personal effects
 - ii) household effects
 - iii) one motor vehicle for an official, subject to the same regulations concerning the importation, transfer and replacement of automobiles as are in force for the resident members of diplomatic missions of comparable ranks.
2. Other officials of SEAMES shall be accorded the privileges specified in paragraphs 1(b), (c) and (f) i-ii."

SEAMEQ Secretariat
 Mom Luang Pin Malakul
 Centenary Building
 920 Sukhumvit Road
 Bangkok 10110, Thailand

APPLICATION FORM

SEAMES/AF/PS
 (revised 28/1/05)



Photograph
is
necessary

Tel. +66 (0) 2391-0144
 Fax. +66 (0) 2381-2587

1. Application for (indicate post) _____
2. Name: Dr, Mr, Mrs, Miss _____
 (First Name) (Middle Name) (Family Name)
 Name in Thai _____
3. Home Address _____
 email _____ Tel. _____ Mobile _____
4. Office Address _____
 _____ Tel. _____ email _____
5. Mailing Address Home Office Other (Specify) _____

6. Date of Birth ___/___/___ Age ___ Weight ___ k.g. Height ___ c.m.
 (date/month/year)
7. Place of Birth _____
 (city) (country)
8. Nationality _____
9. Marital Status Single Married Separated Divorced Widower
10. Dependents

Name	Relation	Date of Birth	Occupation

Official Use Only

- | | |
|------------|-----------|
| I. _____ | IV. _____ |
| II. _____ | V. _____ |
| III. _____ | |

13. Employment Experience: starting with your most recent post, list in reverse order every employment/position you have had (use additional sheets if necessary).

13.1 Name and address of employer _____
_____ Tel. _____
Exact title of your post _____
Date from _____ to _____
Annual salary _____ Bonus _____
Other incomes _____
Name and post of immediate supervisor _____
Number and type of employees supervised by you _____

Reason for leaving _____
Description of your duties _____

13.2 Name and address of employer _____
_____ Tel. _____
Exact title of your post _____
Date from _____ to _____
Annual salary _____ Bonus _____
Other incomes _____
Name and post of immediate supervisor _____
Number and type of employees supervised by you _____

Reason for leaving _____
Description of your duties _____

13.3 Name and address of employer _____
_____ Tel. _____
Exact title of your post _____
Date from _____ to _____
Annual salary _____ Bonus _____
Other incomes _____
Name and post of immediate supervisor _____
Number and type of employees supervised by you _____

Reason for leaving _____
Description of your duties _____

13.4 Name and address of employer _____
_____ Tel. _____
Exact title of your post _____
Date from _____ to _____
Annual salary _____ Bonus _____
Other incomes _____
Name and post of immediate supervisor _____
Number and type of employees supervised by you _____

Reason for leaving _____
Description of your duties _____

13.5 Name and address of employer _____
_____ Tel. _____

Exact title of your post _____

Date from _____ to _____

Annual salary _____ Bonus _____

Other incomes _____

Name and post of immediate supervisor _____

Number and type of employees supervised by you _____

Reason for leaving _____

Description of your duties _____

14. Indicate experiences in developing winning projects/proposals/programmes/activities

15. Travel or residence abroad (indicate city, country, date, duration and purpose).

16. Any other pertinent information regarding your experiences (such as being officers of student associations, clubs, attending national/international seminars/conferences).

17. Indicate your abilities other than professional by checking a tick () on one of the following boxes:

a. Computer Yes No (please indicate application software used)

b. Driving Yes No

c. Other (e.g. office equipment, taking photographs)

18. List any significant publications you have written.

19. Have you ever received any scholarships/professional awards?

If so, please indicate the name of the scholarship/award, its nature and the foundation/government from which it was received.

20. Reference (three persons other than relatives who are well acquainted to you and qualified to judge you ability, knowledge, background, personality, etc.)

Name and Position (if any)	Full Address and Telephone No.	Business or Occupation

** Please indicate from where you heard of this post vacancy.

Newspaper, please indicate _____

A friend/relative Others, please specify _____

I solemnly declare that the above information is true and correct.

Date _____ Signature _____