

ด่วนที่สุด

ที่ ศธ ๐๖๐๔/๑๕๓



22

สถาบันการอาชีวศึกษาภาคกลาง 2
 เลขรับ 498
 วันที่ 27 เม.ย. 2564
 เวลา 18.41 น.

สำนักนโยบายและแผนการอาชีวศึกษา
 สำนักงานคณะกรรมการการอาชีวศึกษา
 กระทรวงศึกษาธิการ กทม. ๑๐๓๐๐

๒๖ เมษายน ๒๕๖๔

เรื่อง การรับสมัครบุคคลเพื่อสมัครเข้าดำรงตำแหน่งของสำนักงานเลขาธิการซีมีโอ

เรียน ผู้อำนวยการสถาบันการอาชีวศึกษาและสถานศึกษาในสังกัดทุกแห่ง

สิ่งที่ส่งมาด้วย ๑. รายละเอียดการรับสมัครบุคคลเพื่อสมัครเข้าดำรงตำแหน่งของสำนักงานเลขาธิการซีมีโอ

จำนวน ๑ ชุด

๒. ใบสมัคร (Application Form) จำนวน ๑ ชุด

ด้วยสำนักงานเลขาธิการซีมีโอได้ประชาสัมพันธ์ได้ประกาศรับสมัครบุคคลผู้สนใจเพื่อสมัครเข้าดำรงตำแหน่ง Programme Officer I (Policy and Planning) โดยขอความร่วมมือจากกระทรวงศึกษาธิการพิจารณาเสนอชื่อผู้มีคุณสมบัติเหมาะสม เพื่อสมัครเข้ารับการคัดเลือกให้ดำรงตำแหน่งข้างต้น โดยมีหน้าที่ความรับผิดชอบได้แก่ การจัดทำแผนยุทธศาสตร์ แผนการดำเนินงาน และแผนประจำปี การดูแลโครงการที่เกี่ยวข้องกับข้อริเริ่มแผนยุทธศาสตร์ การวางแผนและประสานการดำเนินงานเกี่ยวกับการจัดประชุม การสัมมนาและการประชุมเชิงปฏิบัติการ รวมทั้งการจัดทำสรุปผลการจัดประชุม และการสัมมนาต่างๆ ตลอดจนการประสานเผยแพร่ข้อมูลเกี่ยวกับการจัดทำนโยบาย และการพัฒนาโครงการด้านการศึกษา วิทยาศาสตร์และวัฒนธรรมของภูมิภาคเอเชียตะวันออกเฉียงใต้ให้กับหน่วยงานต่างๆ ของประเทศสมาชิกซีมีโอ ประเทศสมาชิกสมทบ หน่วยงานที่เป็นสมาชิกสมทบ และหุ้นส่วนความร่วมมือที่เกี่ยวข้อง นอกจากนี้ ผู้สนใจสมัครตำแหน่งข้างต้นจะต้องมีอายุไม่เกิน ๕๕ ปี (นับถึงวันที่ ๑๕ พฤษภาคม ๒๕๖๔) สำเร็จการศึกษาในสาขาการจัดการศึกษา นโยบายและการวางแผนด้านการศึกษา เศรษฐศาสตร์ หรือสังคมศาสตร์ มีทักษะการใช้ภาษาอังกฤษในระดับดีมาก มีประสบการณ์การทำงานด้านการวางแผน และการพัฒนานโยบายอย่างน้อย ๓ ปี รวมทั้งมีสุขภาพแข็งแรง รายละเอียดตามสิ่งที่ส่งมาด้วย ๑

สำนักนโยบายและแผนการอาชีวศึกษา จึงขอความร่วมมือสถาบันการอาชีวศึกษาและสถานศึกษาประชาสัมพันธ์ให้ผู้สนใจทราบโดยทั่วกัน และหากประสงค์จะสมัครเข้ารับการคัดเลือก ขอให้จัดส่งใบสมัคร ตามสิ่งที่ส่งมาด้วย ๒ และเอกสารที่เกี่ยวข้อง ให้สำนักนโยบายและแผนการอาชีวศึกษาเพื่อดำเนินการต่อไป ภายในวันที่ ๗ พฤษภาคม ๒๕๖๔

จึงเรียนมาเพื่อโปรดทราบและประชาสัมพันธ์ให้ผู้สนใจทราบต่อไปด้วย

ขอแสดงความนับถือ

(นายวิหวัต ปัญจมะวัต)

ผู้อำนวยการสำนักนโยบายและแผนการอาชีวศึกษา

เรียน เสนอขอ.สถาบันฯ ภาคกลาง 2
 เพื่อ โปรดทราบ โปรดพิจารณา
 เห็นควร มอบ..... 108 มท-0138
 แจ้ง.....

กลุ่มยุทธศาสตร์การอาชีวศึกษาต่างประเทศและวิเทศสัมพันธ์

โทร. ๐ ๒๐๒๖ ๕๕๕๕ ต่อ ๓๐๑๒

โทรสาร ๐ ๒๒๘๐ ๑๒๕๒

กสิ

นางสาว
 - ๑๑๖๖/๒๕๖๔
 ด่าน
 ๒๗ เม.ย. ๖๔

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๖๓ (๓๐๕)



SOUTHEAST ASIAN MINISTERS OF EDUCATION SECRETARIAT

920 Sukhumvit Road, Bangkok 10110, Thailand Tel: +66 (0) 2391 0144, 2391 0256, 2391 0554
http://www.seameo.org E-mail: secretariat@seameo.org Fax: +66 (0) 2381 2587

Ref: 12.408.5/357/21

1 April 2021

ที่ปรึกษาเลขาธิการ	836
เลขที่	2 2564
วันที่	13/4
ผู้อำนวยการบริหาร	

H E Ms Treenuch Thienthong
Minister of Education
Ministry of Education
Ratchadamnoen Nok Road
Dusit, Bangkok 10300
Thailand

Your Excellency,

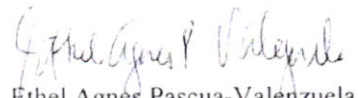
**Request for Nomination for the Post of
Programme Officer I (Policy and Planning)**

I have the honour to inform Your Excellency that the post of Programme Officer I (Policy and Planning) at the SEAMEO Secretariat will be vacant on 1 May 2021.

In this regard, I have the honour to seek Your Excellency's kind assistance in nominating the qualified candidate to the Post of Programme Officer I (Policy and Planning). For Your Excellency's information, the Post of Programme Officer I (Policy and Planning) requires an applicant with strong background in planning, development and implementation of projects, programmes, workshops and activities.

I am pleased to enclose herewith the copies of Post Description, Application Form and other relevant documents. We would greatly appreciate Your Excellency's kind assistance and cooperation in recommending the appropriate candidate to us by **15 May 2021**.

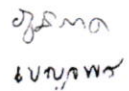
Please accept, Your Excellency, the renewed assurances of my highest consideration.


Ethel Agnes Pascua-Valenzuela
Director

Encl: As stated

cc: Dr Suphat Champatong, Permanent Secretary
Mr Somsong Ngamwong, Director, Bureau of International Cooperation

NK/km



Post Description

1. **Designation** : Programme Officer I (Policy and Planning)
2. **Category and Grade** : "Professional" category, P-2
3. **Basic Salary Per Annum** : Year I : US\$ 26,587.-
Year II : US\$ 28,150.-
Year III : US\$ 29,713.-
4. **Installation Grant** : Without Dependent : US\$ 2,055.-

(For staff member 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 education institution, under the age of 21)
5. **Living Allowance** : Baht 19,185 monthly
6. **Tenure of Appointment** : A term of three years and be eligible for reappointment, 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** : Reports to Deputy Director (Programme and Development) and works as a professional without subordinate.
 - I. SEAMEO Policy, Planning & Coordination
 - Participates in creating strategic plans, operational plans, annual plans for SEAMEO Secretariat;
 - Develops or leads strategic analysis in all aspect and oversees project-related execution to deliver main strategic initiatives;
 - Generates, processes, and analyzes education, science and culture data related data/information for policy formulation, planning, program development and serving the information needs of SEAMEO stakeholders;
 - Conducts or outsources policy researches with significant policy inputs for SEAMEO;
 - Assists in the development, implementation and maintenance of Research and Development data and information for the development and implementation of SEAMEO operational plans, projects/activities.

- Coordinates with related organizations to deliver main strategic initiatives of SEAMEO;
- Consolidates all project progresses, policies and plans from SEAMEO UNITS on annual basis for Secretariat database and further dissemination to the directorate for reporting to SEAMEO Council on the progress of work.

II. Conferences/Seminars/Workshops/Meetings

- Plans and coordinates regular conferences, seminars, workshops, and meetings of SEAMES;
- Prepares reports of SEAMEO regular meetings, and final reports of conferences, seminars, workshops, and meetings.

III. Other Duties

- Prepares speeches, remarks and other public statements relating to programmes and projects for the Directorate⁽¹⁾
- Prepares updates on assigned policies and programmes for SEAMEO website and Intranet.
- Coordinates with related offices and stakeholders from Member Countries, Associate Member Countries, Affiliate Members, and SEAMEO partners to ensure that information is accurate and most beneficial to the organization;
- Works as teamwork with other related divisions in the SEAMEO Secretariat.
- Performs other related duties as assigned by the Director and the Deputy Director (Programme and Development).

8. Key Skills Required and Qualifications

- a. An advanced degree, preferably in Educational Management, Educational Policy and Planning, Economics or Social Sciences.
- b. Previous work experience minimum of 3 years in planning and policy development offices
- c. Have a strategic mindset with problem solving and analytical skills.
- d. Proven ability to manage cross-functional projects and able to work with partner organizations.
- e. Professional experience in programme and project management in an international organization or other development-oriented agencies/institutions.
- f. Excellent command of spoken and written English.
- g. Proficient in word processing and other applications, database searching, and advanced computer skills;
- h. Pleasant personality with good interpersonal relations and be able to work under stress and pressure with sound physical and mental health.
- i. A citizen of a SEAMEO Member Country.
- j. Age of 55 years old maximum at the time of appointment.

9. **Privileges and Immunities** : Please consult 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 and annual medical examinations for the staff member.
11. **Limitations on Employment** : Please consult Rule 104.1 (a) and (b) of the SEAMEO Secretariat Staff Regulations and Staff Rules.

Note : ⁽¹⁾The Directorate means Director, Deputy Director (Programme & Development) and Deputy Director (Administration & Communication).

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

APPLICATION FORM

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

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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. _____
- II. _____
- III. _____
- IV. _____
- V. _____

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 _____

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-iii."

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