

Terms of Reference: Administrative Officer for the Developing Research Excellence and Mentorship in Southeast Asia (SEA DREAM) Programme

Location:	Bangkok, Thailand
Organisation:	SEAMEO Secretariat
Department:	Programme and Development
Duration:	01.04.2025 – 31.01.2028 <i>The initial contract is set for a duration of three years, with the option to be extended for the full programme duration until September 2031.</i>
Benefits:	Competitive salary commensurate with experience; relocation package; health insurance; professional development opportunities.

Background:

About the Developing Research Excellence and Mentorship in Southeast Asia (SEA DREAM) Programme

Southeast Asia (SEA), a region composed of 11 nations and over 670 million individuals, shares a disproportionate burden of disease and mortality, with an estimated 5.6 million lives lost per year to endemic and emerging communicable diseases and even more to non-communicable diseases. Additionally, given the high population density and geographic location, SEA faces a significant healthcare burden and is vulnerable to natural disasters, putting it at high risk of the negative effects of climate change. As a result, there is a significant need to enable scientific collaboration and develop research leadership to tackle the region's emerging health threats.

The SEA DREAM programme, running from November 2024 until September 2031, will fund regional consortia through grants to produce excellent and outcome-focused discovery and translational research that addresses existing national and regional health priorities as well as emerging issues. SEA DREAM will enable the development of research excellence through generating impactful research that is translated into real-world solutions, policies and interventions, nurturing research leaders, fostering networks that enable regional collaboration, and strengthening equitable research ecosystems. A successful programme will see at least 8 regionally led consortia funded over an initial duration of 5 years to produce high quality scientific research on priority health themes for Southeast Asia. Anticipated themes include infectious diseases, climate change and health, mental health, and strengthening health systems and access to care.

About SEAMEO, Wellcome, and FCDO

The **Southeast Asian Ministers of Education Organization** (SEAMEO) strives to accelerate the use of science and technology solutions to address social, health, and environmental issues. SEAMEO works towards these results by generating evidence to inform policy making, implementing on-the-ground

projects, creating platforms for regional collaboration and mutual learning, fostering partnerships between stakeholders, and by enhancing the capacity of key personnel in ministries, institutions, and organisations. Within its mandate given by the Southeast Asian Ministers of Education, SEAMEO places specific focus on enhancing research on health and climate priority themes. Therefore, SEAMEO aims to act as a regional partner to **Wellcome Trust** and the **UK Foreign Commonwealth and Development Office (FCDO)** to implement the SEA DREAM programme.

Wellcome, as a global charitable foundation established in 1936, supports science to solve urgent global health issues. Wellcome has proposed to work in collaboration with regional partners and the FCDO to fund, develop, and implement a programme focused on health research excellence and research leadership development particularly in low and middle income (LMIC) settings in Southeast Asia. The goal is to fund thematic research consortia to respond to shared strategic priorities where these align with national and regional priorities.

With the UK government's strategy for international development 2022, the UK has made a commitment to leadership on climate change and global health. The **FCDO** oversees cross-government efforts to deliver the strategy and aims to partner with LMIC and cooperate with sovereign wealth funds, international organisations and civil society to ensure LMIC can access the funding and support needed for them to deliver on their climate ambitions and to invest in the research and innovations needed to tackle national, regional, and global health challenges.

Position Overview:

The Administrative Officer for the SEA DREAM Programme is a critical member of the team, ensuring the smooth operation of the programme's day-to-day activities. You will serve as the backbone of the programme, coordinating events, managing schedules, supporting financial and procurement processes, and maintaining programme documentation.

The role involves providing comprehensive administrative and logistical support to the Head of Programme and the SEA DREAM team of 8-9 people, facilitating efficient communication among stakeholders, and ensuring timely execution of operational tasks.

This position requires a proactive, detail-oriented individual with strong organisational skills and the ability to manage multiple priorities in a dynamic, multicultural environment.

Key Responsibilities:

1. Administrative and Operational Support

- Provide day-to-day administrative support to the Head of Programme and SEA DREAM team members, including calendar management, meeting and logistics coordination, and correspondence handling. You will develop and maintain programme schedules using digital calendars and scheduling software, ensuring deliverables and timelines are tracked and met.

- Maintain organised online (e.g., shared drives) and offline records and documentation including preparation of memos, ensuring compliance with SEAMEO and programme donor requirements.
- Assist in preparing monthly and quarterly reports, presentations, and other programme documentation.
- Support the onboarding of new team members by organising orientation schedules, setting up accounts for digital tools, and ensuring access to resources.
- Monitor office supplies to ensure uninterrupted operations.

2. Event Coordination, Logistics and Travel Coordination

- Support the planning and organisation of virtual and in-person meetings, workshops, and conferences, including coordinating logistics, participant communications, and material preparation. You will be working closely with the SEA DREAM Communications and Events Officer as well as SEAMEO Secretariat staff for the organisation of SEA DREAM events.
- Ensure all necessary materials for events (e.g., banners, brochures, giveaways) are prepared, delivered, and accounted for in advance.
- Manage travel arrangements for programme staff, stakeholders, and invited participants, including booking flights, accommodation, and visas. This includes planning complex travel schedules considering geographical locations, time zones, and transportation options to optimise routes and schedules, and ensuring contingency plans are in place for potential disruptions to travel or logistical arrangements.
- Manage event budgets, track expenses, and ensure events are delivered within the allocated budget; coordinate with travel agencies or online booking platforms to secure cost-effective and efficient travel arrangements.

3. Financial and Procurement Assistance

- Assist in tracking expenses, processing invoices, and preparing financial reports in collaboration with the finance team.
- Support procurement activities by coordinating vendor communications, preparing documentation and contracts in coordination with the Head of Programme, and monitoring contract execution.

4. Communication and Liaison

- Act as a focal point for internal communications, ensuring timely responses and effective coordination among programme stakeholders. This includes liaising with SEAMEO Secretariat staff as well as external partners as the SEA DREAM focal point to support programme operations on administrative matters.
- Manage a contact register using Customer Relationship Management tools or databases, ensuring accurate and up-to-date stakeholder information.

- Support the SEA DREAM Communications and Events Officer in external communications such as event scheduling, preparation and promotion, the development of communication materials, and programme announcements.

5. Other Duties

- Undertake other tasks as assigned by the Head of Programme to support the effective delivery of the SEA DREAM initiative.

Qualifications:

Education:

- Bachelor's degree in Business Administration, Management, Public Administration, or related field. An advanced degree (Master's or higher) is an advantage.

Experience:

- Minimum 3 years of experience in administrative, operational, or project support roles. Experience within the health sector and/or international or regional organisations is a strong advantage.
- Experience in utilising digital tools for task management, event coordination, and reporting.
- Experience working within the Southeast Asian context is a plus.

Skills:

- Strong organisational and time-management skills with the ability to coordinate complex schedules, prioritise and multitask effectively.
- Proficiency in digital tools for project management, event planning, and data tracking (e.g., Microsoft Office Suite, Google Workspace, Asana, Slack, etc.).
- Sound mathematical and logical reasoning skills for budgeting, data analysis, and operational problem-solving.
- Excellent written and verbal communication skills in English.

Attributes:

- Detail-oriented with a proactive approach to problem-solving.
- Strong logistical thinking, particularly in planning travel and events.
- Affinity to leverage digital applications to make operational processes more efficient.
- Culturally sensitive and able to work in diverse, multi-stakeholder environments.
- Ability to build effective working relationships and high level of professionalism, integrity, and accountability.

HOW TO APPLY:

Applicants are required to submit their CV and cover letter to job@seameo.org by **7 March 2025**.