

Selection and Appointment of Professional Staff

Introduction

As stipulated in the Rule 102.1 (ii) of Staff Rules and Regulations, the Professional category comprises P-4, P-3, P-2 and P-1 levels. The Professional Service Staff at the SEAMEO Secretariat include Deputy Directors and Programme Officers.

The 39th SEAMEO Council Conference In-Camera Session approves that the employment terms of the professional staff of the Secretariat be limited to two consecutive terms of three years each. On exceptional cases, appointment of the professional staff can be renewed for one more term if proven to have excellent performance. A revised clause is to read as follows:

"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."

Selection Procedures

The procedures for the recruitment of the Professional Staff consist of three levels of actions as follows:

1). Request for nomination

The SEAMEO Secretariat will request nominations from all SEAMEO Member Countries one year in advance before the post will be vacant.

2). Recruit the short listed candidates

The Personal Advisory Committee (PAC) will be convened with the approval of the Director to discuss on recruitment and appointment. The particulars of all nominees from each member country will be prepared for the Committee's information and consideration. Considering the candidates' profiles in comparison with the post description, the Committee will then select the short listed persons for further interview.

3). Written Test and Interview

The short listed candidates will have to take a written test and present their answers during the interview. The interview may be conducted in the form of online interview or face-to-face interview by the Personal Advisory Committee.

4). Selection and Appointment

After discussion on the candidates' qualifications and experiences, the Committee will select the most suitable candidate for the post with the approval of the Director. Once the successful candidate has confirmed the Secretariat on the commencing date of employment, the Letter of Appointment to be signed by the successful candidate will be prepared. The Secretariat will send the letters to inform the member countries of the selection result and express the appreciation to the member countries as well.

Notes:

- The In-camera Meeting of Executive and Centres' Management Committees of HOM held on 7 July 1997 at the Rose Garden Country Resort, Nakorn Pathom agreed that

If the Director of SEAMES is a non-Thai, one of the Deputy Directors must be a Thai as this is inline with the present practice. However, if the Director of SEAMES is a Thai nationality, the nationalities of the two Deputy Directors should not be emphasized and to stay silent on the matter. Emphasis should be stressed on the capabilities of the candidates who are applying for two posts.

(Ref: 12.107.90/955/97 & 12.104.9/935/97)

- The SEAMEO Council through referendum during non-SEAMEC Year 2018 approved the adjustment in the selection procedure of professional staff that the nominees must be from the 11 SEAMEO Member Countries and in case of the absence of nominations or no qualified nominees from SEAMEO Member Countries, the recruitment process can be opened to the public, but the incumbent must be a national of SEAMEO Member Countries.