



# **VACANCIES**

**SEAMEO RECSAM**, Southeast Asian Ministers of Education Organization-Regional Centre for Education in Science and Mathematics, was established in 1967 to nurture and enhance the quality of science, mathematics and technology education in the SEAMEO Member Countries. We have achieved national, regional and international recognition as a Centre of Excellence.

**Our Mission:** To promote and enhance Science and Mathematics Education in the SEAMEO member countries. **Our Vision:** Leading centre for quality science and mathematics education.

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**We are now inviting qualified and motivated Malaysians to join us as:**

## **7) ADMIN ASSISTANT**

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| <b>SALARY SCHEME</b> | RS7  |
| <b>SALARY SCALES</b> | T1S1: RM847.50 - T1S23: RM2292.50<br>T2S1: RM909.51 - T2S23: RM2429.60<br>T3S1: RM973.04 - T3S23: RM2562.22      |
| <b>ALLOWANCES</b>    | Service Allowance : RM 115.00<br>Housing Allowance : RM 180.00<br>Cost of Living Allowance : RM 300.00           |
| <b>REQUIREMENTS</b>  | SPM/MCE with credit in English and Bahasa Malaysia.<br>Computer literate.<br>Preferably with similar experience. |

## ***JOB DESCRIPTIONS***

1. To perform general clerical and administrative duties;
2. To maintain proper records and files of programs, activities, documents etc.; and
3. To undertake any other duties as directed by the Centre Director, Head of Division and Executive.

## **APPLICATION**

Application forms can be downloaded from the Centre's website or obtained from Administration Division, SEAMEO RECSAM during office hours.

Completed application forms, together with certified true copies of relevant certificates and documents, must be forwarded in a sealed envelope, sized 229mm x 324 mm and addressed to:

**Director  
SEAMEO RECSAM  
Jalan Sultan Azlan Shah  
11700 Gelugor  
Pulau Pinang**

Please indicate on the upper left corner of the envelope the post applied and the closing date.

Proof of posting is not proof of receipt.

Only qualified applicants will be called for interview. Candidates who do not receive any replies three (3) months after the closing date may consider their applications unsuccessful.

Closing date: **30-Jun-2010**