



Qualified and motivated Malaysian citizens are invited to apply for the following contract position at SEAMEO RECSAM, Penang, Malaysia.

ADMIN ASSISTANT (Personal Assistant to Centre Director)

Salary Scheme	RS7 (Special Grade)
Type of Appointment	Contract
Number of Vacancies	1
Salary Scale	RM 2,874.00 – RM 6,273.00
Annual Salary Increment	RM 125.00

Allowance	Service Allowance	: RM 140.00
	Housing Allowance	: RM 300.00
	Cost of Living Allowance	: RM 350.00
	PA Allowance	: RM 150.00

- Requirements**
- Credit in Bahasa Melayu at SPM/SPMV level or equivalent.
 - Excellent command of English and Bahasa Malaysia, both written and spoken.
 - Strong organisational, communication and interpersonal skills.
 - Ability to maintain confidentiality and exercise discretion in handling sensitive information.
 - Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms.
 - Ability to work independently, manage multiple priorities and meet deadlines.
 - Experience in secretarial, executive support or office administration will be an added advantage.

- Preferred Qualification**
- Diploma in Secretarial Science; OR
 - Diploma in Office Management and Technology; OR
 - Equivalent qualification recognised by the Government of Malaysia.

- Desired Attributes**
- We are looking for candidates who are:
- Professional and highly organised
 - Detail-oriented and proactive
 - Trustworthy and able to handle confidential matters
 - Customer-service oriented
 - Able to work effectively in a multicultural and international environment

APPLICATION

- Applicants are required to complete the application form, which can be downloaded from the SEAMEO RECSAM website at <http://www.recsam.edu.my/index.php/about-us/vacancy> and submit it together with copies of all relevant supporting documents in an envelope measuring 229mm x 324mm addressed to:

Director
SEAMEO RECSAM
Jalan Sultan Azlan Shah
11700 Gelugor
Penang, Malaysia

- The position applied for and the closing date of the application must be clearly written on the upper left-hand corner of the envelope.
- Proof of postage/submission shall not be regarded as proof of receipt.
- Applicants who do not receive any response within three (3) months after the closing date may consider their application unsuccessful.
- Closing Date: **30 June 2026**
- For further enquiries, please contact Mr. Mohamad Hilal Bin Zulkifli at +604-6522708 or via email at hilal@recsam.edu.my

JOB DESCRIPTIONS

1. Acting as Personal Assistant (Secretary) to the Centre Director.
2. Managing the Director's calendar, appointments, meetings and official engagements.
3. Coordinating local and international travel arrangements.
4. Handling incoming telephone calls, correspondence, emails and official documents.
5. Maintaining confidential files, records and documents.
6. Preparing meeting documents, reports, minutes and official correspondence.
7. Supporting the organisation and coordination of Governing Board Meetings and other high-level meetings.
8. Monitoring follow-up actions and resolutions arising from meetings.
9. Liaising with staff members, consultants, government agencies, SEAMEO Secretariat, international organisations and visitors.
10. Ensuring the smooth daily operation of the Director's Office.
11. Maintain orderliness of the Director's office
12. Prepare and serve refreshments to visitors
13. Assist in the preparation, organising and conduct of the Governing Board Meetings
14. Monitor decisions/resolutions made in GBM
15. Dissemination of informations, working papers and reports to GB Members
16. Providing other secretarial and administrative support as assigned by the Centre Director and Deputy Director (Administration).