



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.

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

TECHNICAL ASSISTANT

SALARY SCHEME	RS6
SALARY SCALES	Min: RM1,418.00 Max: RM4,174.00
ALLOWANCES	Service Allowance : RM 115.00 Housing Allowance : RM 300.00 Cost of Living Allowance : RM 350.00
REQUIREMENTS	Diploma/Certificate/SPM or Sijil Pelajaran Vocational Malaysia (SPVM) with photography, video and multimedia skills At least three (3) years work experience in the field

JOB DESCRIPTIONS

1. Provide photo taking services (analog and digital camera)
2. Provide photo editing services
3. Provide video shooting services (analog and digital camcorder)
4. Provide audio and video editing services (digital)
5. To support ICT Manager to develop new video requested by the Centre
6. Provide Data, VCD & DVD compilation into CD, DVD service
7. Provide CD cover/label making
8. Provide Notebook/PC with Projector system setup service
9. Provide PA System setup
10. Perform Equipment maintenance and ensures that equipment are in good

order

11. To assist ICT and ICT & Multimedia Officer
12. To maintain virtual maintenance of ICT Labs
13. To maintain up to date inventory of properties of Help Desk
14. To prepare purchase requisition forms and printing specification forms and obtain approval from relevant officers.
15. To undertake any other duties as instructed by ICT Officer, ICT & Multimedia Officer, ICT Manager, Deputy Director (Admin) and Centre Director.

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: **20-Ogos-2022**