# Role Profile

**Head of Administration, the SEACEN Centre**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Head of Administration</th>
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<tbody>
<tr>
<td><strong>Role purpose</strong></td>
<td>• Provide leadership in the area of human capital, finance, administration, information technology, communication and secretariat services to ensure optimal operational efficiency and overall institutional effectiveness to support SEACEN Centre’s mandates</td>
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<td><strong>Reporting Structure</strong></td>
<td>To report to the Executive Director</td>
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## Principal Accountabilities

### Finance and Administration

- Ensure that the Centre’s budget planning, accounting practices, reporting, and financial management are conducted transparently and according to up-to-date standards of efficiency.
- Support the Executive Director in the administration of Centre’s facilities, resources, budgets and staff affairs to ensure operational excellence.
- Ensure that the Centre’s internal administrative structure and policies (including risk management) are conducive to sustaining high performance and adapting to new business requirements.
- Ensure that the SEACEN Centre’s operation is in line with BOG and EXCO decisions.

### Human Resource Management

- Ensure that the Centre’s human resource management framework, plan, practices and systems are effective and efficient in meeting and sustaining the Centre’s talent requirements.

### Training Administration and Evaluation

- Collaborate with the Directors in managing the Centre’s training administration to facilitate high quality training delivery and to meet the expectations of SEACEN’s geographically and culturally diverse member institutions.
- Oversee the organization and implementation of the Centre’s calendar of training programmes as approved by EXCO & BOG.
- Manage the evaluation of all training products and services based on established methods to assess whether the training needs and expectations of member institutions have been met.

### Information Technology and Communication

- Ensure that the Centre’s IT and related systems are able to service the Centre’s current and future business needs in a cost-effective manner.
- Ensure that the Centre’s communications and publishing functions are effective in reaching all key stakeholders and enhancing the Centre’s brand as a leading research and training institution.
- Support the communication and promotional activities of the Centre including ensuring that appropriate IT services are available to serve the interest of the institution.
Secretariat Services
- Provide secretariat services for BOG, EXCO, and BOD Meetings by assisting in the preparation of the annotated agenda and other meeting documents, as well as drafting the minutes of the Meetings.
- Provide required secretariat services for subcommittees of BOG and EXCO that may be created on a permanent or ad hoc basis.
- Act as a point of reference to assist management and staff of the Centre to comply with decisions of the BOG, EXCO, and the BOD.

Statutory Requirement and Internal Control
- Liaise with Malaysian Authorities to ensure that the Centre is in compliance with relevant regulations and practices.
- Develop, maintain, and operate the SEACEN Centre’s systems of internal controls in accordance with the Centre’s policies and guidelines.
- Engage with the Centre’s external and internal auditors, to ensure that the auditors have the necessary access to staff time and documents to perform their work quickly and thoroughly.

Stakeholder Engagement
- Contribute to ensuring robust strategic processes, including strategy formulation, planning, implementation, review and reporting to the BOG and EXCO.
- Ensure that the outcomes of evaluations of training programmes are reported to Senior Management and other stakeholders in a timely and comprehensive manner.
- Interface with key stakeholders and ensure effective internal and external communications.

Strategic Engagement
- Collaborate with the Senior Management in the formulation of the Centre’s strategic development.
- Propose innovative approaches to administrative processes and communication strategies in line with international best practice.

Qualifications
- At least 10 years of relevant working experience in a similar position.
- In-depth knowledge of budgeting processes and accounting frameworks that meet the requirements of the Malaysian Accounting Standards Board (MASB) and financial management procedures.
- Familiarity with Malaysian labour and administrative laws and procedures.
- Excellent written and spoken command of English.

Behavioural Competencies
- Demonstrates a creative approach which encourages original ideas, initiative and innovation in others.
- Demonstrates sound environmental awareness, with the ability to respond positively and promptly to the requirements of all stakeholders.
- Excellent social and people skills, with ability to effectively establish and maintain a wide network of relations with relevant parties and manage the relations for the benefit of the organisation.
- Ability to communicate clear standards and expectations, delegate effectively and build trust and morale.
- Ability to mentor staff and harness their competencies in an effective and efficient way.