



ที่ ศธ ๐๒๑๐.๒๔/ว ๑๙๔

สำนักงาน กศน.จังหวัดชลบุรี
ต.เสม็ด อ.เมืองชลบุรี จ.ชลบุรี ๒๐๐๐๐

๓๐ มกราคม ๒๕๖๖

เรื่อง ประชาสัมพันธ์เปิดรับสมัครตำแหน่ง Learning Innovation and Information Specialist

เรียน ผู้อำนวยการศูนย์การศึกษานอกระบบและการศึกษาตามอัธยาศัยอำเภอ ทุกอำเภอ

สิ่งที่ส่งมาด้วย สำเนาหนังสือสำนักงาน กศน. ที่ ศธ ๐๒๑๐.๑๑๘/๓๗๖

จำนวน ๑ ฉบับ

ลงวันที่ ๒๖ มกราคม ๒๕๖๖

พร้อมหนังสือฉบับนี้ สำนักงาน กศน.จังหวัดชลบุรี ขอส่งสำเนาหนังสือสำนักงาน กศน. ที่ ศธ ๐๒๑๐.๑๑๘/๓๗๖ ลงวันที่ ๒๖ มกราคม ๒๕๖๖ เรื่อง ประชาสัมพันธ์เปิดรับสมัครตำแหน่ง Learning Innovation and Information Specialist มาเพื่อทราบประชาสัมพันธ์ให้บุคลากรในสังกัดทราบต่อไป

จึงเรียนมาเพื่อทราบ

ขอแสดงความนับถือ

(นางวิบูลล พร้อมมูล)

ผู้อำนวยการสำนักงาน กศน.จังหวัดชลบุรี

กลุ่มอำนวยการ

โทรศัพท์ ๐-๓๘๒๘-๗๑๔๘, ๐-๓๘๒๗-๗๕๔๒

โทรสาร ๐-๓๘๒๗-๓๗๔๘

ไปรษณีย์อิเล็กทรอนิกส์ cbi_nfedc@nfe.go.th



ที่ ศธ ๐๒๑๐.๑๑๘/ ๓๗๖

ถึง หน่วยงาน/ สถานศึกษา สำนักงาน กศน.

พร้อมหนังสือฉบับนี้ ขอส่งสำเนาหนังสือสำนักงานปลัดกระทรวงศึกษาธิการ
ที่ ศธ ๐๒๐๕/๑๐๘๙ ลงวันที่ ๑๙ มกราคม ๒๕๖๖ เรื่อง เปิดรับสมัครตำแหน่ง Learning Innovation and
Information Specialist ที่ปรากฏในท้ายหนังสือฉบับนี้ มาเพื่อโปรดทราบและประชาสัมพันธ์ให้ทราบโดยทั่วกัน
ทั้งนี้ ขอให้ผู้ที่สนใจส่งใบสมัครมายังกลุ่มบริหารงานบุคคลและนิติการ ภายในวันที่ ๑๓ กุมภาพันธ์ ๒๕๖๖
เพื่อกลุ่มบริหารงานบุคคลและนิติการ จะดำเนินการในส่วนที่เกี่ยวข้องต่อไป

สำนักงาน กศน.จังหวัดชลบุรี
เลขที่รับ.....163
วันที่.....26 ม.ค. 2566
เวลา.....08.41
มอบงานกลุ่ม
<input type="checkbox"/> อำนวยการ
<input type="checkbox"/> ยุทธศาสตร์
<input type="checkbox"/> ส่งเสริมฯ นอกระบบ
<input type="checkbox"/> ส่งเสริมฯ ตามอัธยาศัย
<input type="checkbox"/> ส่งเสริมภาคเครือข่าย
<input type="checkbox"/> นิเทศติดตามประเมินผล



สำนักงาน กศน.

กลุ่มบริหารงานบุคคลและนิติการ

โทร. ๐ ๒๒๘๒ ๒๑๕๙

โทรสาร ๐ ๒๒๒๘ ๗๗๙๘

ไปรษณีย์อิเล็กทรอนิกส์ Personnel_nfedc@nfe.go.th



เรื่อง เปิดรับสมัครตำแหน่ง
Learning Innovation and Information Specialist



บันทึกข้อความ

กลุ่มเลขานุการกรม
เลขที่ 125
วันที่ 23 มี.ค. 2566
เวลา

ส่วนราชการ สำนักงานปลัดกระทรวงศึกษาธิการ สำนักความสัมพันธ์ต่างประเทศ โทร. ๐ ๒๖๒๘ ๕๖๕๖ ต่อ ๑๐๘

ที่ ศธ ๐๒๐๕/ ๑๐๘๐๙ วันที่ ๑๙ มกราคม ๒๕๖๖

เรื่อง เปิดรับสมัครตำแหน่ง Learning Innovation and Information Specialist

เรียน เลขาธิการสำนักงานส่งเสริมการศึกษานอกระบบและการศึกษาตามอัธยาศัย

ด้วยสำนักงานเลขาธิการซีมีโอ มีหนังสือแจ้งการเปิดรับสมัครเจ้าหน้าที่ตำแหน่ง Learning Innovation and Information Specialist แทนตำแหน่งที่จะว่างลง โดยขอความร่วมมือกระทรวงศึกษาธิการ เสนอชื่อผู้ที่เหมาะสมเพื่อดำรงตำแหน่งดังกล่าว ทั้งนี้ผู้สมัครต้องมีประสบการณ์ในด้านการฝึกอบรมและมีความรู้ความสามารถด้านนวัตกรรมการเรียนรู้ (Learning Innovation) หรือการพัฒนาภาวะความเป็นผู้นำ (Leadership Development) อย่างน้อย ๕ ปี เพื่อดำเนินโครงการและกิจกรรมต่าง ๆ ขององค์การซีมีโอ มีหน้าที่ความรับผิดชอบได้แก่ การออกแบบการจัดการอบรม สัมมนา หลักสูตรการเรียนรู้ต่าง ๆ กิจกรรมนวัตกรรมการเรียนรู้ ประสานงานกับหน่วยงาน องค์การภาครัฐและภาคเอกชนที่เกี่ยวข้องทั้งในประเทศและต่างประเทศ รวบรวมรายงานของศูนย์/เครือข่ายระดับภูมิภาคของซีมีโอ เผยแพร่ผลงานผ่านสื่อต่าง ๆ สร้างแพลตฟอร์มแห่งการเรียนรู้ และการรับรู้ขององค์การซีมีโอ ทั้งนี้ต้องมีอายุไม่เกิน ๕๕ ปี สำเร็จการศึกษาในสาขาการจัดการศึกษา วารสารศาสตร์ การสื่อสารมวลชน นิเทศศาสตร์ เทคโนโลยีสารสนเทศ การออกแบบการเรียนการสอน เทคโนโลยีการศึกษา หรือสาขาอื่น ๆ ที่เกี่ยวข้อง มีทักษะด้านภาษาอังกฤษในระดับดีมาก มีประสบการณ์ในการเขียนเผยแพร่ข้อมูล ข่าวสาร รวมทั้งผลิตสิ่งพิมพ์ และสามารถเดินทางในภูมิภาคและที่อื่นๆ ได้ รายละเอียดดังแนบ

ในการนี้ สำนักงานปลัดกระทรวงศึกษาธิการจึงขอความร่วมมือจากหน่วยงานของท่านพิจารณา เผยแพร่ประชาสัมพันธ์ไปยังบุคคลที่สนใจ โดยสามารถส่งใบสมัครพร้อมเอกสารที่เกี่ยวข้องและผ่านการเห็นชอบจากหน่วยงานไปยังสำนักความสัมพันธ์ต่างประเทศ สำนักงานปลัดกระทรวงศึกษาธิการ พร้อมทั้งส่งสำเนาเอกสารไปที่ไปรษณีย์อิเล็กทรอนิกส์ pongsakorn.r@opse.moe.go.th ภายในวันที่ ๒๐ กุมภาพันธ์ ๒๕๖๖

จึงเรียนมาเพื่อโปรดพิจารณาให้ความอนุเคราะห์ดำเนินการดังกล่าวต่อไปด้วย จะขอบคุณยิ่ง

เรียน เลขาธิการ กศน.

ตรวจสอบเพื่อโปรดทราบ

✓พิจารณา

✓เห็นควรมอบ กศน.

อนทน

(นายสุรเชษฐ์ เหลี่ยมพานิช)

นักวิชาการศึกษานโยบายการพิเศษ ปฏิบัติหน้าที่

ผู้อำนวยการกลุ่มเลขานุการกรม

(นายอรรถพล สังขวาสี)
ปลัดกระทรวงศึกษาธิการ

ขอตามเสนอ

(นางสาวทรงภว วีระรังษิยากรณ์)

รองเลขาธิการ กศน. รักษาการแทน

เลขาธิการ กศน.

24 มี.ค. 2566

ผู้บริหารงานบุคคล
ที่ 700
24 มี.ค. 2566
] ผบ. <input type="checkbox"/> กอ.
] กส.1 <input type="checkbox"/> กป.
] กส.2 <input type="checkbox"/> กน.
] กข. <input type="checkbox"/> กม.

สำนักงาน กศน.
ที่ 1351
วันที่ 23/1/66
เวลา 11:23
<input type="checkbox"/> กอ. <input type="checkbox"/> กท.
<input type="checkbox"/> กค. <input type="checkbox"/> คว.
<input type="checkbox"/> กผ. <input type="checkbox"/> ศท.
<input type="checkbox"/> กพ. <input type="checkbox"/> ดสน.
<input type="checkbox"/> กศ. <input type="checkbox"/> สพร.
<input type="checkbox"/> กบ. <input type="checkbox"/> ศกพ.
<input type="checkbox"/> กง. <input type="checkbox"/> สทก.

Post Description

1. **Designation** : Learning Innovation and Information Specialist
2. **Category and Grade** : "Professional" category, P-2
3. **Basic Salary Per Annum** : Year I : US\$ 26,587.-
Year II : US\$ 28,150.-
Year III : US\$ 29,713.-
4. **Installation Grant** : Without Dependent : US\$ 2,055.-

(For staff member whose recognized home is in a city other than that of the duty station). : With dependents
- for the staff member : US\$ 4,110.-
- for each dependent : US\$ 2,055.-
to a maximum of 3 dependents
(Dependents mean spouse and children who are unmarried and under the age of 18 years or, if in full time attendance at an education institution, under the age of 21)
5. **Living Allowance** : Baht 19,185 monthly
6. **Tenure of Appointment** : A term of three years and be eligible for reappointment, but limited to two consecutive terms and on exceptional cases, it can be extended for one more term if proven to have excellent performance.
7. **Duties and Responsibilities** : Reports to Deputy Director (Programme and Development) and works as a professional without subordinate.

I. Learning Innovation and Information Development

- Formulates and implements the substantive work on learning innovation in a timely fashion.
- Oversees the management of evidence-based learning services (training, course, seminar) of SEAMEO Secretariat and SEAMEO Units.
- Convenes intergovernmental and experts meeting online and face to face courses, workshops and learning opportunities to achieve SEAMEO agenda.
- Conducts effective and relevant learning innovation activities for SEAMEO Secretariat and SEAMEO Units to achieve organizational goals.
- Undertakes learning design, including preparation of modules, resources, platforms and programme performance evaluation and results.
- Ensures that the outputs produced are of high quality and content are shared using a timely delivery and appropriate information dissemination platform.
- Coordinates with Knowledge Management unit, Publication and Multimedia Specialist and the Directorate to ensure an effective mechanism in promoting

and publicizing the learning innovation activities through website, mass media, publications, exhibitions, and other appropriate means.

- Establishes close and effective working relations with officers responsible for public information in the SEAMEO Units, SEAMEO Affairs Officers in the Member Countries and Associate Member Countries and public relations personnel of SEAMEO partners.
- Ensures the preparation (including editing and proof-reading) of activity reports from officers and SEAMEO Units for web publication and information dissemination.
- Coordinates with the SEAMEO Units in compiling and maintaining up-to-date information about the organization including the updated training/course services they had and presents it as proper information on the SEAMEO Secretariat website.
- Coordinates with Knowledge Management Manager to update on SEAMEO matters for Programme Intranet and SEAMEO Website.
- Actively contributes to building learning innovation platform to drive continuous improvement, and builds a SEAMEO brand across a diverse network.

II. Conferences/Seminars/Workshops/Meetings

- Plans and coordinates conferences, seminars, workshops, and meetings and serves as rapporteur in these activities.
- Prepares, edits and proofreads SEAMEO papers, proceedings, working papers and final reports of conferences, seminars, workshops, and meetings.

III. Other Duties

- Prepares speeches, remarks and other public statements relating to programmes and projects for the Directorate. [2]
- Prepares updates on assigned policies and programmes for SEAMEO website and Intranet.
- Strengthens relations with stakeholders from Member Countries, Associate Member Countries, Affiliate Members, and SEAMEO partners.
- Works as teamwork with other related divisions in the SEAMEO Secretariat.
- Performs other related duties as assigned by the Director and the Deputy Director (Programme and Development).

8. Key Skills Required and Qualifications

- a. An advanced degree in Education, Journalism, Mass Communications, Communication Arts, Information Technology, Instructional Design and Educational Technology or related fields.
- b. At least 5 years experiences in training and innovation or leadership development.
- c. Demonstrates good knowledge of training methodologies, online or offline, virtual or face to face within simple or complex environment.
- d. Have a strategic mindset with problem solving and analytical skills.
- e. Substantial experience in writing public information and experience in the production of publications.
- f. Excellent command of spoken and written English.

- g. Proficient in word processing and other applications, database searching, and advanced computer skills.
- h. Pleasant personality with good interpersonal relations and be able to work under stress and pressure.
- i. Sound physical and mental health and be able to travel in the region and beyond.
- j. A citizen of a SEAMEO Member Country.
- k. Age of 55 years old maximum at the time of appointment.

- 9. **Privileges and Immunities** : Please consult Article 12 of the Agreement between the Government of Thailand and SEAMEO regarding the Headquarters of SEAMEO in Thailand, the extract of which is herewith enclosed.
- 10. **Medical Benefits** : Free medical care and annual medical examinations for the staff member.
- 11. **Limitations on Employment** : Please consult Rule 104.1 (a) and (b) of the SEAMEO Secretariat Staff Regulations and Staff Rules.

Note : ^[1] The appropriate channel refers to receiving the endorsements of Deputy Director (Programme & Development) and Deputy Director (Administration & Communication) on content and budget/administrative matters before the Director's approval.

^[2] The Directorate means Director, Deputy Director (Programme & Development) and Deputy Director (Administration & Communication).

SEAMEO Secretariat
Morn-Luang Pin Malakul
Centenary Building
920 Sukhumvit Road
Bangkok 10110, Thailand

Tel. +66 (0) 2391-0144
Email. secretariat@seameo.org

APPLICATION FORM

SEAMES/AF/PS
(revised 05/01/23)

Photograph
is
necessary

1. Application for (Indicate post) _____
2. Name: Dr, Mr, Mrs, Miss _____
(First Name) (Middle Name) (Family Name)
Name in Thai _____
3. Home Address _____
email _____ Tel. _____ Mobile _____
4. Office Address _____
Tel. _____ email _____
5. Mailing Address ☐ Home ☐ Office ☐ Other (Specify) _____
6. Date of Birth ____/____/____ Age ____ Weight ____ k.g. Height ____ c.m.
(date/month/year)
7. Place of Birth _____
(city) (country)
8. Nationality _____
9. Marital Status ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widower
10. Dependents

Name	Relation	Date of Birth	Occupation

Official Use Only

- I. _____ IV. _____
- II. _____ V. _____
- III. _____

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13. Employment Experience: starting with your most recent post, list in reverse order every employment/position you have had (use additional sheets if necessary).

13.1 Name and address of employer _____
_____ Tel. _____
Exact title of your post _____
Date from _____ to _____
Annual salary _____ Bonus _____
Other incomes _____
Name and post of immediate supervisor _____
Number and type of employees supervised by you _____

Reason for leaving _____
Description of your duties _____

13.2 Name and address of employer _____
_____ Tel. _____
Exact title of your post _____
Date from _____ to _____
Annual salary _____ Bonus _____
Other incomes _____
Name and post of immediate supervisor _____
Number and type of employees supervised by you _____

Reason for leaving _____
Description of your duties _____

13.3 Name and address of employer _____

Tel. _____
Exact title of your post _____
Date from _____ to _____
Annual salary _____ Bonus _____
Other incomes _____
Name and post of immediate supervisor _____
Number and type of employees supervised by you _____

Reason for leaving _____
Description of your duties _____

13.4 Name and address of employer _____

Tel. _____
Exact title of your post _____
Date from _____ to _____
Annual salary _____ Bonus _____
Other incomes _____
Name and post of immediate supervisor _____
Number and type of employees supervised by you _____

Reason for leaving _____
Description of your duties _____

13.5 Name and address of employer _____ Tel. _____

Exact title of your post _____

Date from _____ to _____

Annual salary _____ Bonus _____

Other incomes _____

Name and post of immediate supervisor _____

Number and type of employees supervised by you _____

Reason for leaving _____

Description of your duties _____

14. Indicate experiences in developing winning projects/proposals/programmes/activities

15. Travel or residence abroad (indicate city, country, date, duration and purpose).

16. Any other pertinent information regarding your experiences (such as being officers of student associations, clubs, attending national/international seminars/conferences).

17. Indicate your abilities other than professional by checking a tick (☐) on one of the following boxes:

a. Computer ☐ Yes ☐ No (please indicate application software used)

b. Driving ☐ Yes ☐ No

c. Other (e.g. office equipment, taking photographs)

18. List any significant publications you have written.

19. Have you ever received any scholarships/professional awards?

If so, please indicate the name of the scholarship/award, its nature and the foundation/government from which it was received.

20. Reference (three persons other than relatives who are well acquainted to you and qualified to judge you ability, knowledge, background, personality, etc.)

Name and Position (if any)	Full Address and Telephone No.	Business or Occupation

** Please indicate from where you heard of this post vacancy.

☐ Newspaper, please indicate _____

☐ A friend/relative ☐ Others, please specify _____

I solemnly declare that the above information is true and correct.

Date _____ Signature _____

Privileges of "Professional" Staff at SEAMEO Secretariat

(as provided in Article 12 of the Agreement between the Government of Thailand and SEAMEO regarding the Headquarters of SEAMEO in Thailand)

"Article 12"

1. International officials whose names are communicated to and approved by appropriate Thai authorities shall be:
 - a) immune from legal process in respect of all activities performed by them in carrying out their official functions (including words spoken or written);
 - b) exempt from all direct taxation on salaries and emoluments paid to them by the Organization;
 - c) exempt, together with their spouses and children dependent on them, from the immigration restrictions and alien registration;
 - d) granted, with regard to foreign exchange, the same facilities as are granted to resident members of diplomatic missions of comparable rank;
 - e) accorded, together with their spouses and children dependent on them, the same repatriation facilities in time of international crisis as members of diplomatic missions accredited to Thailand;
 - f) exempt from customs duties on the following articles imported within six months after their first arrival to take up their post in Thailand or after the entry into force of this Agreement, whichever is later:
 - i) personal effects
 - ii) household effects
 - iii) one motor vehicle for an official, subject to the same regulations concerning the importation, transfer and replacement of automobiles as are in force for the resident members of diplomatic missions of comparable ranks.
2. Other officials of SEAMES shall be accorded the privileges specified in paragraphs 1(b), (c) and (f) i-ii."

Extract from SEAMES Staff Regulations and Staff Rules

DUTIES, OBLIGATIONS AND PRIVILEGES

Regulation 1.1:

In accordance with Article 5, paragraph 6 of the SEAMEO Charter, the responsibilities of all members of the Secretariat are exclusively international in character. By accepting appointment in SEAMES, they undertake to discharge their functions and to regulate their conduct with the interests of the Organization only in view.

Regulation 1.3:

In the performance of their duties, members of the Secretariat shall neither seek nor accept instructions from any government or from any authority external to the Organization..

Regulation 1.9:

On accepting appointment, each staff member shall subscribe to the following declaration

"I solemnly undertake to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the Southeast Asian Ministers of Education Organization, to discharge these functions and regulate my conduct with the interests of the Organization only in view, and not to seek or accept instructions in regard to the performance of my duties from any government or from any authority external to the Organization.

APPOINTMENT AND PROMOTION

Regulation 4.3:

In appointing and promoting staff members and in renewing appointments, the SEAMES Director shall aim at the highest standard of integrity, efficiency and technical competence. Subject to this consideration, appointment to the staff shall be on as wide a geographical basis as possible.

Regulation 4.4:

Selection and recruitment of staff members shall be made on a competitive basis, as far as practicable without distinction as to nationality, sex or religion.

Regulation 4.6:

Staff members in the Professional category shall be appointed for a term of three years and may be eligible for reappointment.

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.

Rule 104.1: Limitations on Employment

- (a) Only when another person equally well qualified cannot be recruited, an appointment may be granted to:
 - (i) A candidate who is not a citizen of a Member State.
 - (ii) A candidate who is the husband, wife, father, mother, son, daughter, brother or sister of a staff member.
- (b) A candidate for a post in the Professional category shall be required to possess at least a university degree or equivalent experience and to show that he has a good working knowledge of English.
- (c) Posts in the General Service category shall normally be filled by the appointment of persons whose recognized home is in or is deemed to be in the host country of the Secretariat. Nevertheless, if no such suitably qualified person can be found, persons who are nationals of the Member Countries whose recognized home is other than the host country of the Secretariat may be appointed. Such persons shall be entitled to Non-Resident's Allowance but shall not:
 - (i) be eligible for other allowances, funds or benefits that are accorded specifically to staff members whose recognized home is located outside the country of their duty station;
 - (ii) receive payment or reimbursement from the Organization for the transportation of personal effects or for travel expenses in respect of himself or any of his recognized dependents in connection with appointments, home leave or separation.

Rule 104.2: Terms of Appointment

- (a) A candidate selected for appointment as a staff member of the Secretariat shall receive a Letter of Appointment signed by the SEAMES Director or his authorized representative specifying the terms and conditions of his appointment.
- (b) There shall be annexed to the Letter of Appointment a copy of the Staff Regulations and Staff Rules as well as copy of the Declaration of Office (Regulation 1.9).

- (c) In accepting an appointment, the candidate shall declare in writing that he has taken cognizance of the Staff Regulations and Staff Rules and that he accepts their conditions.
- (d) The Letter of Appointment with its annexes and the Letter of Acceptance with the Declaration of Office, duly signed, shall constitute his contract of employment.

Rule 104.3: Effective Date of Appointment

The appointment of a staff member shall take effect from the date on which he starts authorized travel to assume his duties or if no such travel is involved, from the date on which he assumes his duties.

INCENTIVES AND BENEFITS FOR STAFF MEMBERS IN THE PROFESSIONAL CATEGORY AND ABOVE

(I) Installation Grant

Rule 103.7:

- (a) A staff member of the Professional category and above whose recognized home is in a city other than that of the duty station and who has to reside in the city of the duty station after appointment shall be entitled to an Installation Grant for his installation and that of his dependents at the duty station to which he is appointed for not less than one year unless he has actually resided at such duty station for twelve months or more immediately prior to appointment.
- (b) The Installation Grant shall be equivalent to
 - (i) Thirty days of daily subsistence allowance under the conditions indicated in (c) below for the staff member and a maximum of three dependents who join him at the duty station for a minimum period of six months;
 - (ii) Fifteen days of daily subsistence allowance for the staff member with no dependents or whose dependents do not join him at the duty station.
- (c) The amounts payable in respect of staff members shall be calculated in accordance with the conditions and rates established by the SEAMES Director and approved by the Council and the amount payable in respect of each eligible dependent shall be calculated on the basis of half the daily rate applicable to the staff member concerned.
- (d) The grant shall be payable in the currency of the duty station and shall represent the total compensation payable by the Organization for the initial extraordinary cost incurred by a staff member in respect of himself and his dependents who join him at the duty station within six months after the appointment date.
- (e) If a staff member to whom an Installation Grant is paid under paragraph (a) above is separated from the Organization upon his own initiative before completion of at least one year's service at the duty station for which the grant is paid, the SEAMES Director may require him to reimburse all or part of the grant.

- (f) The SEAMES Director may request the staff member to whom the Installation Grant is paid for his dependents under paragraph (b) (i) above to return all or part of the Installation Grant if the dependents stay at the duty station less than six months.

(II) TRAVEL AND TRANSPORTATION

Rule 106.1: Travel Entitlements of Staff Members

- (a) The Organization shall, subject to such further instructions as the SEAMES Director may prescribe, pay the travel expenses of a staff member:
- (i) On appointment, from his recognized home or from the place of recruitment to the duty station;
 - (ii) In connection with official business of the Organization;
 - (iii) On home leave;
 - (iv) On or within twelve months following separation in respect of travel effected from the duty station to the staff member's recognized home or to some other place to which the cost of travel does not exceed the cost of travel to his recognized home.
- (b) Notwithstanding (a) (iv) above, upon separation by resignation or summary dismissal, the Organization may, at the discretion of the SEAMES Director, pay the travel expenses of the staff member to the place of recruitment only.
- (c) If the staff member is separated from service due to abandonment of post or resignation before completing one year of service or within six months of his return from home leave, the Organization may decline to pay any travel or removal expenses consequent upon separation.

Rule 106.2: Travel Entitlements of Dependents

The Organization shall, subject to such further instructions as the SEAMES Director may prescribe, pay the travel expenses of the dependents of a staff member, the total of which shall not exceed four adult fares.

- (i) To the staff member's duty station on or subsequent to his appointment or after not less than one year of continuous service following appointment, provided that such travel is effected at least six months before the expiry of the staff member's appointment. Travel expenses from the staff member's recognized home, or place of recruitment to the duty station may be paid.
- (ii) When accompanying the staff member on home leave, provided that they resided continuously in the area of the duty station for not less than six months prior to such leave.

- (iii) On or within the twelve months following the separation or death of the staff member, or within such further period as the SEAMES Director may allow, provided that travel expenses where payable in terms of (i) above, in respect of travel effected from the duty station to the staff member's recognized home or to some other place, provided the cost of travel of dependents, subject to provisions of Rule 106.2, does not exceed the cost of travel from the duty station to the staff member's recognized home.

Rule 106.9: Transportation of Personal Effects

- (a) The Organization shall, to the extent and subject to conditions set out in the present Rule, pay the cost of transporting the personal effects of a staff member to the duty station. Such transportation costs shall be payable, upon appointment, from the staff member's recognized home or place of recruitment to the duty station and, upon separation, from the duty station to the staff member's recognized home or to some other place provided the cost is not higher.
- (b) The quantity of personal effects to be transported at the expense of the Organization shall not exceed the following:
 - (i) By land and/or sea, or by air if that mode of transportation is more economical:

600 kg. in gross weight or 4.00 cubic metres in volume in respect of the staff member;

600 kg. of gross weight or 4.00 cubic metres in volume in respect of a spouse travelling at the expense of the Organization;

200 kg. in gross weight or 1.00 cubic metre in volume in respect of each child travelling at the expense of the Organization;

provided that the total quantity shall not exceed 2,400 kg. in gross weight or 16 cubic metres in volume, and
 - (ii) If the staff member travels by air, an excess baggage of not more than 40 kg.: this maximum may be increased at the discretion of the SEAMES Director when warranted by special circumstances.
- (c) In the case of a staff member entitled to transportation under (a) and (b) above, he may, at his request for personal convenience, be authorized to have his personal effects transported by air freight instead of by land and/or sea. In that event the maximum quantity allowable shall be one sixth of the maximum weight entitlements set out in (b) (i) above.
- (d) A staff member appointed for a period of less than two years but not less than six months, shall be entitled to reimbursement of the cost of transporting personal effects to the duty station from his recognized home or place of recruitment, and from the duty station to his recognized home upon separation, up to a maximum of either :