

# SOUTHEAST ASIAN ZOOS AND AQUARIUMS ASSOCIATION

The Regional Zoo Association of Southeast Asia

## VACANCY ANNOUNCEMENT

**Position: Executive Director (Part Time), Southeast Asian Zoos and Aquariums Association (SEAZA).**

**Part- Time: 15 hours a week (3 hours X 5 days/week)**

**Work from home or anywhere in the region**

Please submit your application with resume/cv and expected remuneration to:

SEAZA President's Office

Mandai Wildlife Group

80 Mandai Lake Road

Singapore 729826

Or by email to: Mr. Desmond Ling, email: [desmond.ling@mandai.com](mailto:desmond.ling@mandai.com)

Closing date for Application: 31 Dec 2022

## **QUALIFICATIONS & EXPERIENCE**

- 1. Preferably have at least 2 years working experience with a Regional or National Zoo and Aquarium Association or extensive experience in Southeast Asian zoos**
- 2. Good leadership and Communication skills**
- 3. Must possess a computer and have Wi-Fi connectivity**
- 4. Be able to travel regionally when required**

### **1. JOB DESCRIPTION**

The Executive Director of SEAZA (Association) will be expected to lead and direct all duties and responsibilities of the SEAZA Secretariat, currently managed by the SEAZA Membership and Information Office (SEAZA – MIO) based in the Philippines under the care of Mr. Yok Lin Gaw, SEAZA Treasurer and President of the Philippine Zoos and Aquariums Association (PHILZOOS). The duties may broadly be comprised of, but not limited to the following:

- drive the implementation of and give effect to the SEAZA's Constitution, Executive Board (EXCO)'s decisions, directions and motions of the Association.
- provide effective operational and administrative support to the EXCO and the SEAZA Working Committees.
- ensure that SEAZA is represented effectively at and contributes to, all relevant and important forums, and to provide leadership on matters of interest.

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- be the first point of contact for all stakeholders that need to engage with the Association and a central point for member recruitment service and support as well as be the public face of the Association thus serving as the brand champion for the Association, its membership and the zoo & aquarium industry in general.
- oversee the proper administration of the Association's finances and support the Treasurer of SEAZA in ensuring that the affairs of the Association are conducted according to SEAZA Financial Regulations, with sound corporate governance, legislative requirements and according to the SEAZA Constitution.
- Co-ordinate the implementation of SEAZA Animal Welfare Certification Standard and all other industry standards adopted by the Association.
- co-ordinate and support the work of working committees of the Association.
- Provide membership support for members.
- Promote and increase membership of SEAZA.
- Undertake fundraising to mobilize resources for the implementation of the Association's projects, programme, activities and initiatives.

## **Terms and Conditions**

### **2. HOURS OF WORK:**

- 2.1. SEAZA employs a flexi-time system, where the variation in working hours is decided by the President dependent on the status of the project and/or operational requirements. Executive Director (ED)'s normal hours of work will be 15 per week. However, due to the nature of the position, you may be required to work extra-ordinary hours, based on the operational needs of the Association, in which case a process of normalization will be discussed between ED and the President.
- 2.2. The Association reserves the right to reasonably amend or alter working patterns and hours of work to meet business requirements, such amendment to be done by giving you a reasonable period of notice in writing.
- 2.3. Absence from work for a continuous period of three or more days without the necessary authorization or without prior notification of the same to the President, could be construed as a Breach of Contract and you could be deemed to have deserted.

### **3. OVERTIME:**

You may be required to work a reasonable amount of time that is performed outside the norm of the agreed working hours per day, as and when the occasion arises, as regulated hereunder:

- 3.1. In accepting these terms and conditions of employment, you agree to work such reasonable extra time per day, subject to the limitations on the number of overtime hours permitted by relevant legislation and may opt to take time off in lieu of extra hours worked.

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## **4. PUBLIC HOLIDAYS**

- 4.1. You will be entitled to paid public holidays in accordance with the Public Holidays Act.
- 4.2. By signing this contract, you undertake and agree to work on public holidays as may be reasonably required of you from time to time.
- 4.3. If Management and most of the employees in the workplace agree to exchange a public holiday for another day off at full pay, work on the public holiday will be at the normal remuneration rate.

## **5. REMUNERATION**

- 5.1. Your remuneration will be determined annually by the EXCO and at the AGM through the annual budget.
- 5.2. In accepting these terms and conditions of employment, you hereby authorize SEAZA to make the following deductions from your salary:
  - 5.2.1. All statutory deductions as required by relevant legislation.
  - 5.2.2. All monies owed to SEAZA on your last day of service or at any other time.
- 5.3. Since this is a part-time contract, it is understood that you will be seeking alternative sources of income subject to clause (13) below.

## **6. BENEFITS & EXPENSES**

- 6.1. SEAZA does not provide membership to a pension or provident fund or to a Medical Aid Scheme
- 6.2. SEAZA will refund any reasonable out-of-pocket expenses incurred by you in the fulfilment of your official duties for SEAZA. Payment will only be made with prior written approval of the Treasurer/President /Vice-President and upon presentation of a valid original receipt accompanied with an official SEAZA claim form.

## **7. STUDIES AND TRAINING**

- 7.1. Your attendance at short courses may be required during the period of this contract, where deemed necessary by the project leader towards fulfilment of project duties. Attendance and payment for the short courses will be arranged and paid for by SEAZA.

## **8. ANNUAL LEAVE**

- 8.1 Annual leave entitlement will accrue at the rate of 1(one) day per complete month of employment and an additional 2 days after completion of 12 months of service for a maximum of 14 days per annum.  
All periods of annual leave must be agreed in advance with the President. Annual leave entitlement must normally be taken in the calendar year in which it is accrued. If you leave part way through the calendar year and there are periods of annual leave taken by you but not accrued, the Association reserves the right to make appropriate deductions in respect of any such overpayment from your final pay. Further information regarding the process for booking and taking annual leave will be discussed with you upon assumption of duty.

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## **9. SICK LEAVE**

- 9.1. The allocation of paid sick leave will be in accordance with all relevant legislation provided that a doctor's certificate is produced.

## **10. TRANSPORT / USE OF VEHICLE**

- 10.1. SEAZA does not supply transport, a travelling allowance or subsidy of any sort for private travel.
- 10.2. Should you be required to travel for official SEAZA business, SEAZA shall reimburse the cost of travel.
- 10.3. Should you be asked to use your vehicle on official SEAZA business, you will be reimbursed at the prescribed rate per kilometer as agreed by the Treasurer/ President. A signed order by the Treasurer must accompany your claim.

## **11. TERMINATION OF CONTRACT**

- 11.1. The contract of employment may be terminated by either party with the following notice given in writing:
  - 11.1.1. 90 days' notice
- 11.2. The periods of notice set out above, shall not be applicable:
  - 11.2.1. In cases deemed by law as sufficient to warrant summary dismissal.
  - 11.2.2. Should the employee desert or be absent from work without a valid reason for more than five working days.
- 11.3. Notwithstanding the aforesaid, SEAZA may terminate this agreement in compliance with fair disciplinary mechanisms for misconduct and/or non-performance, or due to incapacity of the employee or because of SEAZA operational requirements, conditional, in all the aforesaid instances, upon SEAZA complying with the legal requirements of any legislation.
- 11.4. On termination of employment with SEAZA you will immediately return to SEAZA all documentation and other property of SEAZA which may be in your possession, including data, software models, software or written information regarding the business of SEAZA and you undertake not to retain or make copies thereof for your own or any other purpose.
- 11.5. You will not, before, during or after your termination of employment with SEAZA use for your own benefit or that of any person, firm or company, any confidential information relating to the affairs of SEAZA which may have come into your possession or of which you were or become aware whilst in the employ of SEAZA.

## **12. SAFETY MEASURES**

- 12.1. You will undertake and agree to adhere to SEAZA and its collaborative institutions' safety policies and procedures, and to use all SEAZA equipment with diligence and utmost care.

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- 12.2. Non-compliance will be serious misconduct and SEAZA will be indemnified by the employee regarding any liability resulting from an injury or illness as a result of non-compliance.

## **13. CONFLICT OF INTEREST**

- 13.1. It is a condition of service that the employee may not be engaged in any business, trade or undertaking, whether directly or indirectly, other than that of SEAZA, unless prior written authorization is obtained from the Chairman/Vice-Chairman.
- 13.2. SEAZA undertakes not to unreasonably withhold such written authorization.
- 13.3. In respect of the aforesaid, no written company authorization will be made unless an employee has made a written request detailing, amongst others, the nature and extent of the employee's involvement.
- 13.4. The employee is to also notify the company in writing of any other business interests, of whatsoever nature and extent, even though it may not conflict with SEAZA core business.
- 13.5. You are furthermore not allowed to use the assets of SEAZA for any private or personal benefit.

## **14. CONFIDENTIALITY**

- 14.1. During the employee's employment, he/she will be exposed to or be privy to information of a confidential, private, sensitive or personal nature.
- 14.2. All such information (including, inter alia, documents and files), which come into the employee's possession or to his/her knowledge during his/her period of employment with SEAZA, is to be treated with strict confidentiality and shall remain the property of SEAZA.
- 14.3. The employee is expressly forbidden to disclose such information or to discuss it with any unrelated third party, within the company's business or outside, either during his/her employment with SEAZA or thereafter, other than with prior written permission from the Executive Director and/or the Chairman or where such information needs to be used in the proper course and execution of his/her duties.
- 14.4. The inappropriate disclosure of any information to members of staff, who would normally not need this information in order to fulfil their employment tasks, is prohibited.
- 14.5. The use of proprietary marks is strictly for the execution of official duties as approved by the Executive Director.
- 14.6. The employee is furthermore also prohibited from making use of the aforesaid information after his/her contract of employment with SEAZA has terminated.

## **15. FREEDOM OF ASSOCIATION**

SEAZA subscribes to the principle of freedom of association. As such you may choose to join or not to join any organisation of your choice, if it does not interfere with your performance and employment at SEAZA.

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## 16. POLICIES & PROCEDURES

You shall agree to abide not only to the abovementioned terms and conditions of employment, but also to all company policies, confidentiality, security, procedures, directives, etc. which will be explained to you during your induction period and/or which are issued periodically.