



Job Vacancy

Southeast Asian Minister of Education Organization Regional Centre for STEM Education (SEAMEO STEM-ED)

SEAMEO STEM-ED is a regional inter-governmental organization among governments of Southeast Asian countries, hosted by the Government of Thailand, with a mission to uplift the capacity and capabilities in STEM education in Southeast Asia. Through partnerships with our region-wide networks, including SEAMEO member and affiliate countries, public and private institutions, and non-profit educational influencers, SEAMEO STEM-ED affirms our commitment to the advancement of STEM education in Southeast Asia.

To accommodate upcoming regional STEM education projects in SEAMEO Member Countries, SEAMEO STEM-ED is inviting candidates to fill the position below.

Position:	Project Officer
Duty Station:	Bangkok, Thailand
Category and Grade:	Professional Category, P-1
Duration of Contract:	3 Years, Renewable
Application Deadline:	28 February 2025

Position Summary

SEAMEO STEM-ED is committed to developing programmes that enhance the competencies of educators and students, focusing on future skills essential for the 21st-century workforce. For educators, the Centre offers professional development in diverse STEM education approaches and the effective use of advanced technologies in teaching. This empowers teachers to inspire and prepare students for the challenges of the modern world. For students, SEAMEO STEM-ED implements programmes aligned with emerging STEM careers, fostering innovation, creativity, and technological proficiency.

These initiatives aim to prepare learners to excel in a dynamic, technology-driven global economy. Working under the guidance by the Programme Manager, the incumbent will be responsible for daily operations and activities in the assigned project(s). He/She will plan all project activities to align with master project plan and objectives. In addition, the Project Officer will assist the Center Director and the Programme Director in other assignments related to the programme management of the SEAMEO STEM-ED.



Duties and Responsibilities

Under the supervision of Programme Manager, the Project Officer shall perform the following tasks:

Project Planning and Fundraising

- Assist in conducting literature reviews related to project interventions leading to the highest impact and desired outcomes in alignment with the Centre's vision and missions and the donor/s social investment objectives
- Assist in developing project's/program's long-term/short term operational plans, targets, and feasible key milestones which identify activities, tasks within the planned timeline and budget.
- Help identify sources of funds for projects, assist in the proposal development and bidding processes, incorporating inputs from relevant stakeholders which will address the STEM education development needs in the region.
- Assist in the development of the project sustainability plans

Stakeholders' engagement

- Work closely with multi-sector stakeholders including relevant education agencies from Southeast Asia which include both central and regional offices as well as schools, universities, training agencies, certifying bodies, and employers to support the projects and manage their expectations to meet project goals.
- Coordinate and manage stakeholder expectations while engage them in support of the projects.
- Assist in the preparation of resource person and subgrant agreements and collect reports required for payment and grant disbursements.
- Assist in maintaining linkages with other SEAMEO entities and other agencies in pursuit of the overall SEAMEO STEM-ED missions.

Programme Execution

- Implement the assigned projects to meet the budget, goals, timeframe, and expected outputs and outcomes.
- Prepare all the administrative paper work to support the execution of the project including budget and expense approval, reimbursement, trip advance, etc.
- Determine potential risks to the project and plan proper mitigation measures to cope with them.
- Arrange meeting to collaborate and monitor project progress as well as to share and exchange information to ensure all activities are on progress
- Analyse, synthesise, and consolidate information/research/studies to support assigned projects.



Communications and representation

- Work with SEAMEO STEM-ED Knowledge Management/Communication team on communication plans and execution via different strategies based on varied target audiences.
- Help collect data from beneficiaries and stakeholders in order to efficiently monitor the project progress and results on a timely basis.
- Assist in writing reports on project progress and results to SEAMEO STEM-ED management team, donors, the Ministry of Education, and related stakeholders.
- Participate in staff and government board meetings, as well as those organised by SEAMEO secretariat offices, regional centres, or professional communities that support STEM education.
- Assist the Centre Director and the Programme Director in other assignments related to the project and activities of SEAMEO STEM-ED.

Qualifications and Experiences:

- A Master's degree in Education, STEM fields (Science, Technology, Engineering, Mathematics), development, public management, or a related discipline.
- At least five years of proven track record of developing and implementing successful STEM education programs.
- Strong passion for strengthening STEM education in the region.
- Proficiency in educational technologies and platforms.
- Knowledge of current trends and best practices in STEM education.
- Experience with project planning, execution, and monitoring.
- Collaborative mindset with strong interpersonal skills.
- Highly competent with proven experience in coordinating and collaborating with varied levels of educational partners and stakeholders in the field of STEM education development.
- Excellent written and verbal communication skills in English.
- Experience with project development, planning, execution, and monitoring.
- Experience in managing grants and reporting on their progress and impact.
- Ability to troubleshoot issues and develop practical solutions.
- Analytical mindset with the ability to assess program effectiveness and make improvements.
- Commitment to ongoing learning and professional growth in STEM education practices
- No record of legal violations or engagement in any unlawful activities, with full compliance to laws and regulations in any SEAMEO Member Countries.
- The candidate should be from one of SEAMEO's Member Countries.



APPLICATION GUIDELINES

Interested candidates are invited to write an Introduction Letter, explaining why you want to work for SEAMEO STEM-ED and why you are qualified for the position, and send your current resume and a completed application form to hrm@seameo-stemed.org

SEAMEO STEM-ED reserves the rights to respond only to the applicants in whom the Centre has further interest.

Deadline for applications for the position: Friday, 28 February 2025 at 16:30 hours Bangkok time.

Contact: hrm@seameo-stemed.org