

## Post Description

1. **Designation** : Deputy Director (Programme and Development)
2. **Category and Grade** : “Professional” category, P-4
3. **Basic Salary Per Annum** : Year I : US\$ 40,419.-  
Year II : US\$ 42,796.-  
Year III : US\$ 45,173.-
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** : Three years (renewable)
7. **Duties and Responsibilities:**

Reporting to the SEAMEO Secretariat Director, the Deputy Director (Programme and Development) will be in charge of the operations of programme and development activities of the SEAMEO Secretariat, and will assist the Director in planning the future strategic role of SEAMEO in the Southeast Asian region and beyond. He/She is also responsible for the supervision of all staff put under him/her. The specific duties and responsibilities of the incumbent will be as follows:

- a. Take charge of developing and implementing the programmes/projects/activities of SEAMEO Secretariat as well as supporting and coordinating the SEAMEO Centres/Network in these areas.
- b. Take charge of development, management and implementation of plans for all SEAMEO Secretariat activities relating to programmes and development.

- c. Support and assist in the development and implementation of activities to promote the capacity and capability of the SEAMEO Secretariat and the SEAMEO Centres/Network among funding agencies and the private sector.
- d. Develop, coordinate and assume responsibility for the networking strategy for the Organization and for setting up an effective mechanism for the dissemination of project, programmes and activities information through publication or other forms of social media.
- e. Assure the availability of up-to-date, accurate information regarding all aspect of SEAMEO's programme and activities including progress of programmes and other data required by the Director for transmission to donors and the SEAMEO Council.
- f. Coordinate, monitor and evaluate the implementation of SEAMEO activities including those of the SEAMEO Secretariat and the SEAMEO Centres/Network.
- g. Support the Director in implementing the central and coordinating role of SEAMEO Secretariat in order to maintain close working relationships between the SEAMEO Secretariat and the SEAMEO Regional Centres/Network.
- h. Take charge of special projects/activities including preparation of project proposals as assigned by the Director.
- i. Carry out the duties of Acting Director/Officer-in-Charge of the SEAMEO Secretariat when assigned to do so in the absence of the Director.
- j. Assume any other responsibilities and functions which may be assigned by the SEAMEO Secretariat Director from time to time.

## 8. **Qualifications and Experience Required:**

### Education:

A post-graduate degree (Master or Doctoral) preferably in Education, Social Science, Educational Technology, Research and Economics or related fields.

### Experience:

Experience in planning and education administration with decision making duties in an educational institution or agency. Experience in programme/project management marketing, monitoring and evaluation of programmes related to education as well as experience in the preparation of project proposals are desirable. Previous work in an international and regional organizations, or managing regional projects is highly recommended.

Language:

Must have excellent command of English, both oral and written.

Personality:

Must possess good leadership qualities. Must have excellent interpersonal relations and be willing to work within a team. Must possess firm decision-making abilities. Must possess the self-discipline necessary to work under stress and pressure and to work on details professionally. Since SEAMEO is a unique international organization, creativity and imagination in leadership beyond the bureaucratic approach to management are expected.

Must be a national of a SEAMEO Member Country.

Age: 40-55 on the date of appointment.

9. **Privileges and Immunities** : Please refer to 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 under the Group Health Insurance and annual medical examinations for the staff member.
11. **Limitations on Employment** : Please refer to Rule 104.1 (a) and (b) of the SEAMEO Secretariat Staff Regulations and Staff Rules.