

## **Post Description**

1. **Designation** : Research, Evaluation and Assessment Specialist (REAS)
2. **Category and Grade** : “Professional” category, P-2
3. **Basic Salary Per Annum** : Year I : US\$ 29,246.-  
Year II : US\$ 30,809.-  
Year III : US\$ 32,372.-
4. **Installation Grant** : Without Dependent : US\$ 2,130.-  
  
(For staff member whose recognized home is in a city other than that of the duty station).  
With dependents  
- for the staff member : US\$ 4,260.-  
- for each dependent : US\$ 2,130.-  
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 20,185 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** : This position is mainly responsible for establishing and building robust evidence base for policy and practice in education, science and culture, and for coordinating all activities, programs and projects related to research, evaluation and assessment. The major outputs of this role support the development of policy advice and of development programmes that are responsive to the needs of SEAMEO member countries and of the SEA region. The REAS reports to Deputy Director (Programme and Development) and works as a professional without subordinate.

## I. Research, Evaluation and Assessment

- Develops, reviews and updates SEAMEO research agenda through a consultative and coordinative process with relevant officials, staff and partners, including SEAMEO Centres to ensure alignment of research agenda and integration, where possible.
- Conducts and facilitates research evaluation, assessment and undertakings relevant to SEAMEO priorities and programs as well as disseminates research results.
- Ensures, provides and organizes content for research journals for publication.
- Facilitates and assists in providing access of the organization to reputable journals and scholarly articles as well as in submission of SEAMEO research reports and articles in peer-reviewed journals with established reputation.
- Ensures quality of research outputs of SEAMEO and Centers. For this purpose, develops standards and guidelines for research and facilitates and maintains SEAMEO journal indexing such as but not limited to SCOPUS.
- Facilitates capacity building of SEAMEO in the area of research, evaluation and assessment, in coordination with other relevant officials.
- Provides technical advice to the Directorate especially on research, evaluation and assessment matters.

## II. Programme Development and Implementation

- Prepares and executes on research, evaluation, and assessment based on strategic framework and agenda. Develops, programmes and initiative particularly related.
- Assists the Director and the Deputy Director for Programme and Development in the development and implementation of programmes, projects initiating including negotiation with partners for possible funding of programmes as may be assigned.
- Coordinates with SEAMEO Centres and partners on collaborative initiatives.

## III. Conferences/Seminars/Workshops/Meetings

- Plans and coordinates conferences, seminars, workshops, and meetings and as may be assigned.
- Provides technical assistance to conferences, seminars, workshops and meetings (e.g. as documentarian, rapporteur, facilitator, program team member, preparation, editing and proofreading of SEAMEO papers, proceedings, working papers, final reports, etc.).

## IV. Other Duties

- Prepares and provides content on research, evaluation and assessment and related subjects for Information and Communication purposes.
- Provides technical assistance to SEAMEO Centres and Member Countries as may be assigned.
- Attends meetings as may be necessary and as may be assigned.
- Writes speeches and other public remarks for the Directorate as may be assigned.

- Performs other related duties as may be assigned by the Director and the Deputy Director for Programme and Development.

8. **Qualifications and Experience Required**

- a. An advanced degree, preferably in Educational Research, Education Economics, Statistics, or other Social Sciences.
- b. Professional experience in education-related research and evaluation in an international organization or other development-oriented agencies/institutions.
- c. At least five-year professional experience in the educational, scientific or cultural fields.
- d. Ability and experience in evaluating educational activities.
- e. Excellent command of spoken and written English.
- f. Proficient in word processing and other applications, data base searching, and advance computer skills
- g. Pleasant personality with good interpersonal relations and be able to work under stress and pressure.
- h. Sound physical and mental health and be able to travel in the region and beyond.
- i. A citizen of a SEAMEO Member Country.

9. **Privileges and Immunities** : 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** : Under insurance medical care coverage and annual medical examinations for the staff member.
11. **Limitations on Employment** : Refer to Rule 104.1 (a) and (b) of the SEAMEO Secretariat Staff Regulations and Staff Rules.