



## 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. We are now seeking a qualified candidate to fill in the following position:

<b>Position:</b>	Research and Evaluation Manager
<b>Duty Station:</b>	Bangkok, Thailand
<b>Category and Grade:</b>	Professional Category, P-2
<b>Duration of Contract:</b>	3 Years, Renewable
<b>Application Deadline:</b>	31 July 2023

#### **Main roles and responsibilities**

To support the Centre Director in the following areas:

#### **1) Liaise with international experts and national research teams (NRTs) in conducting STEM-education research**

- Develop a work plan for conducting STEM-Education research.
- Support international expert and the national research teams to
  - Create overarching evaluation framework with the claim for sustaining and expanding the project model
  - Identify and formulate a set of key research questions with approaches to be explored in studying them.
  - Explore the potential composition of research teams to study those questions
  - Provide ongoing consultation to the NRTs on collecting data, data analysis, and reporting
- Supervise Research Assistant on workplans, provide support/training where needed and ensure timely delivery of research activity

#### **2) Provide data management and data analysis support**

- Conduct data quality/consistency checks on data from the field to ensure data accuracy and completeness
- Supervise research assistants in using instruments, data management and data analysis tools
- Aggregate databases from all National Research Teams

### **3) Support effective dissemination and communication of results**

- Support dissemination of research results internally and externally
- Work collaboratively with communication teams to provide information required to support their work
- Ensure accessible data, statistics, and reports for all project staff
- Assist in the organization of the policy roundtable on implications of the review or research

### **4) Design and conduct programme effectiveness evaluations on Centre's activities**

- Assist in the organization of workshops for researchers across the region in the use of methods that meet international standards;
- Support the research/studies granting process for researchers across the region to conduct systematic reviews or studies on effective STEM education programs

### **5) Representation, Communication and Fundraising**

- Represents research and evaluation program and the Centre within the STEM Education community, with other SEAMEO Centres, other agencies and organizations, and with the public, in pursuit of the Centre's mission
- Create and maintain linkages with other SEAMEO entities and other agencies in pursuit of the overall SEAMEO STEM-ED mission.
- Participate in staff and committee meetings and meetings of the professional communities that support STEM education, represent the program in cross-SEAMEO center activities and programs.
- Pursue affirmative actions and equal employment opportunity goals.
- Contribute ideas for improving the quality of policies and achieving SEAMEO STEM-ED mission.
- Pursue and/or be responsive to assignments on special projects and temporary functional teams across SEAMEO STEM-ED to solve problems, improve staff communication, and coordinate special programs.
- Assist the Centre Director in other assignments related to the programs and activities of SEAMEO STEM-ED. Represent the program and SEAMEO STEM-ED within the STEM education community, with other SEAMEO centers, and with other agencies, organizations, and the public by accurately reflecting SEAMEO STEM-ED policies and positions.
- Identify sources of funds for research and evaluation program, assist in the proposal development process

### **Qualifications and Experiences:**

- Master degree in international development, education, economics, statistics, social science, or a related field
- Minimum seven years of experience conducting research and evaluations
- Minimum three years of supervisory experience
- Advanced computer skills in MS Office and research and evaluation software
- Fluency in English, both verbal and written
- Proven ability to manage, set realistic priorities, and plan for the successful implementation of research and evaluation
- Demonstrate qualitative and quantitative skills
- Strong facilitation, training, and mentoring skills in research and evaluation
- Experience evaluating or researching in education sector preferred
- Experience with experimental or quasi-experimental designs preferred
- Experience using participatory approaches in conducting evaluations preferred
- Ability to function well in a team-oriented environment
- Pleasant personality with good interpersonal relations and be able to work under stress and pressure

- Sound physical and mental health
- A citizen of a SEAMEO Member Country
- Age of 55 years old maximum at the time of appointment

## **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, send your current resume, complete the Job Application Form and send them to [HR@seameo-stemed.org](mailto:HR@seameo-stemed.org)

We offer an attractive remuneration package including salary and living allowance, medical benefits and provident fund for the right candidate.

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:  
Monday, 31 July 2023 at 16:30 hours, Bangkok time.**

**Contact:** [HR@seameo-stemed.org](mailto:HR@seameo-stemed.org) and [secretariat@seameo-stemed.org](mailto:secretariat@seameo-stemed.org)