

Post Description

1. **Designation** : Policy and Planning Specialist (PPS)
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 responsible for developing, integrating, and coordinating the development of the organizational strategic and operational plans aligned to the strategic priorities as well as in monitoring of plan implementation and progress for purposes of periodic adjustment. This role ensures that plans as well as major programmes are aligned to the strategic goals and priority areas while making sure that policy advice provided to SEAMEO member countries are evidence-based, timely and relevant addressing their sustainable development agenda along education, science and culture. The PPS reports to Deputy Director (Programme and Development) and works as a professional without subordinate.

I. SEAMEO Policy and Planning

- Develops SEAMEO policy agenda and coordinates policy developments.
- Ensures the preparation and integration of SEAMEO-wide strategic plan.
- Quality assures work plans of various offices and Centers.

- Prepares, maintains, updates and issues calendar of activities.
- Ensures alignment, and integration of plans where possible, in coordination with various offices and officials.
- Facilitates and coordinates the provision of platform for dialogues, discussions, knowledge sharing and co-learning for SEAMEO Member countries as well as provision of capacity building on evidence-based policy development.
- Monitors utilization of policy advice and pointers provided to SEAMEO members.
- Facilitates capacity building of SEAMEO member countries, SEAMEO Secretariat, SEAMEO Centres and Network on planning and policy development, implementation, and monitoring and evaluation as well as capacity building of SEAMEO Secretariat, SEAMEO Centres and Network in close coordination with the LIIS and other relevant officials and offices.
- Provides technical advice to the Directorate especially on policy and planning matters.

II. Programme Development and Implementation

- Prepares and executes work plan on policy and planning based on strategic framework and agenda. This includes planning, development and implementation of programmes related to policy and planning.
- Assists the Director and the Deputy Director for Programme and Development in the development and implementation including negotiation with partners for possible funding of programmes as may be assigned.

III. Conferences/Seminars/Workshops/Meetings

- Plans and coordinates conferences, seminars, workshops, and meetings and serves as rapporteur in these activities.
- Provides technical assistance to conferences, seminars, workshops and meetings (e.g. as 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 policy and planning and other relevant subjects for Information and Communication purposes.
- Provides technical assistance to SEAMEO Centres and Member Countries as may be assigned.
- Coordinates with SEAMEO Centres and partners on collaborative initiatives.
- Attends meetings as may be necessary and as may be assigned.
- Provides technical assistance to other programs (e.g. as facilitator, program team member, etc.)
- 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. **Key Skills Required and Qualifications**

- a. An advanced degree, preferably in Educational Management, Educational Policy and Planning, Economics or Social Sciences.
- b. Previous work experience minimum of five years in planning and policy development offices
- c. Have a strategic mindset with problem solving and analytical skills.
- d. Proven ability to manage cross-functional projects and able to work with partner organizations.
- e. Professional experience in programme and project management in an international organization or other development-oriented agencies/institutions.
- f. Excellent command of spoken and written English.
- g. Proficient in word processing and other applications, database searching, and advanced computer skills.
- h. Pleasant personality with good interpersonal relations and be able to work under stress and pressure.
- i. Sound physical and mental health and be able to travel in the region and beyond.
- j. A citizen of a SEAMEO Member Country.
- k. Age of 55 years old maximum at the time of appointment.

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