

Post Description

1. **Designation** : Deputy Director for Programs
2. **Category and Grade** : Job Grade 8, Management
3. **Basic Salary Per Annum** : Year 1: US\$ 43,494
Plus generous benefits package
4. **Installation Grant** : US\$ 1,000
5. **Living Allowance** : PhP 22,000 monthly
6. **Tenure of Appointment** : Three Years (Renewable)
7. **Duties and Responsibilities** :

This individual will report to and support the Centre Director and will assist in providing strategic leadership, vision, and direction to INNOTECH's programs and activities, specifically ensuring effective, efficient, and quality-oriented implementation of the Centre's programs.

The successful candidate must have relevant experience and technical skills to efficiently oversee program operations and meet the needs of SEAMEO-INNOTECH, its core programs, and its clients and stakeholders.

This individual will assist the Centre Director in the performance of the Director's duties¹ and shall carry out such other duties as may be assigned, including but are not limited to:

- a) Actively contributing to the SEAMEO-INNOTECH's overall strategic development, and providing inputs and best practices on policy formulation regarding operational and program direction of the Centre;
- b) Supporting the Centre Director in planning, directing, and coordinating operations of the offices and units implementing core programs and ensuring that relevant objectives are met in an efficient, effective, and fiscally-responsible manner;
- c) Improving and extending external linkages for SEAMEO-INNOTECH core programs and activities, and by building partnerships with the public and private sector both in Southeast Asia and internationally;
- d) Assisting the Centre Director in resource generation, contributing to the development of a portfolio of externally funded projects;

- e) Preparing and presenting the annual and other reports of status, progress, and outcomes of the Centre's core programs;
- f) Ensuring effective channels of communication are maintained with internal and external stakeholders;
- g) Building and strengthening the teams engaged in core programs and activities as well as providing coaching and training to build their capacity to achieve SEAMEO-INNOTECH's goals;
- h) Representing SEAMEO-INNOTECH in regional and global conferences, fora, and dialogues on relevant technical and research topics to ensure the Centre's work is disseminated;
- i) Serving as Center Officer in Charge in the absence of the Director, and
- j) Performing all other duties as directed by the Director or by the Centre's Governing Board.

8. Qualification and Experience Required:

Education:

Possess a post graduate degree (Masteral or Doctorate) in education, public administration, international relations, law, or a related field from a reputable institution of higher education and learning.

Experience:

- a) At least ten (10) years' work experience in education, stakeholder and external relations, international relations, and related fields, at the national and/or international level.
- b) Strong leadership and organizational skills, highly analytical, and able to provide sound judgments and best practices to achieve overall goals and targets.
- c) Experience in external relations, networking, collaborative activities on a national and international level.
- d) High level of personal integrity and reputation, good physical health, and willingness to relocate to the Philippines.
- e) Preference is given to those with experience in project management, fund-raising, and the acquisition of grants.

Language:

Professional level of English language proficiency in spoken and written form.

Preference is given to speakers of more than one ASEAN regional language, or an official language of the United Nations.

Personality:

Must be a national of a SEAMEO Member Country, but not a national of the Philippines, as host country.

Age : No age limitations

9. **Privileges and Immunities** : Refer to Article IX of the Agreement between the Government of the Philippines and SEAMEO, 16 July 1976.

10. **Medical benefits** : Free medical care under the Group Health Insurance, annual executive checkup, group personal accident insurance, group life insurance, travel insurance

11: **Limitations on Employment** :
1. National of a SEAMEO Member Country, except the Philippines as host country.
2. Not related to any INNOTECH staff within three degrees of consanguinity or affinity.