

## **Post Description**

1. **Designation** : Learning Innovation and Information Specialist
2. **Category and Grade** : “Professional” category, P-2
3. **Basic Salary Per Annum** : Year I : US\$ 26,587.-  
Year II : US\$ 28,150.-  
Year III : US\$ 29,713.-
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** : 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** : Reports to Deputy Director (Programme and Development) and works as a professional without subordinate.

### I. Learning Innovation and Information Development

- Formulates and implements the substantive work on learning innovation in a timely fashion.
- Oversees the management of evidence-based learning services (training, course, seminar) of SEAMEO Secretariat and SEAMEO Units.
- Convenes intergovernmental and experts meeting online and face to face courses, workshops and learning opportunities to achieve SEAMEO agenda.
- Conducts effective and relevant learning innovation activities for SEAMEO Secretariat and SEAMEO Units to achieve organizational goals.
- Undertakes learning design, including preparation of modules, resources, platforms and programme performance evaluation and results.
- Ensures that the outputs produced are of high quality and content are shared using a timely delivery and appropriate information dissemination platform.
- Coordinates with Knowledge Management unit, Publication and Multimedia Specialist and the Directorate to ensure an effective mechanism in promoting

and publicizing the learning innovation activities through website, mass media, publications, exhibitions, and other appropriate means.

- Establishes close and effective working relations with officers responsible for public information in the SEAMEO Units, SEAMEO Affairs Officers in the Member Countries and Associate Member Countries and public relations personnel of SEAMEO partners.
- Ensures the preparation (including editing and proof-reading) of activity reports from officers and SEAMEO Units for web publication and information dissemination.
- Coordinates with the SEAMEO Units in compiling and maintaining up-to-date information about the organization including the updated training/course services they had and presents it as proper information on the SEAMEO Secretariat website.
- Coordinates with Knowledge Management Manager to update on SEAMEO matters for Programme Intranet and SEAMEO Website.
- Actively contributes to building learning innovation platform to drive continuous improvement, and builds a SEAMEO brand across a diverse network.

## II. Conferences/Seminars/Workshops/Meetings

- Plans and coordinates conferences, seminars, workshops, and meetings and serves as rapporteur in these activities.
- Prepares, edits and proofreads SEAMEO papers, proceedings, working papers and final reports of conferences, seminars, workshops, and meetings.

## III. Other Duties

- Prepares speeches, remarks and other public statements relating to programmes and projects for the Directorate. <sup>[2]</sup>
- Prepares updates on assigned policies and programmes for SEAMEO website and Intranet.
- Strengthens relations with stakeholders from Member Countries, Associate Member Countries, Affiliate Members, and SEAMEO partners.
- Works as teamwork with other related divisions in the SEAMEO Secretariat.
- Performs other related duties as assigned by the Director and the Deputy Director (Programme and Development).

## 8. **Key Skills Required and Qualifications**

- a. At least 5 years experiences in training and innovation or leadership development.
- b. Demonstrates good knowledge of training methodologies, online or offline, virtual or face to face within simple or complex environment.
- c. Outstanding problem-solving skills, including the ability to analyze issues and develop solutions and recommendations.
- d. An advanced degree in Education, Journalism, Mass Communications, Communication Arts, Information Technology, Instructional Design and Educational Technology or related fields.
- e. Substantial experience in writing public information and experience in the production of publications.

- 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 with sound physical and mental health.
  - i. A citizen of a SEAMEO Member Country.
  - j. 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.

Note : <sup>[1]</sup> The appropriate channel refers to receiving the endorsements of Deputy Director (Programme & Development) and Deputy Director (Administration & Communication) on content and budget/administrative matters before the Director's approval.

<sup>[2]</sup> The Directorate means Director, Deputy Director (Programme & Development) and Deputy Director (Administration & Communication).