

Post Description

1. **Designation** : Programme Officer II (Evaluation)
2. **Category and Grade** : “Professional” category, P-2
3. **Basic Salary Per Annum** : Year I : US\$ 25,321.-
Year II : US\$ 26,810.-
Year III : US\$ 28,299.-
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 18,185 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. Project Development and Implementation

- Plans, develops and administers programmes/projects/activities including getting budget endorsement and logistics arrangement through appropriate channel ^[1] of the Secretariat.
- Prepares, consolidates and edits data/information provided for programme planning documents, project proposals, project documents and project implementation reports including experts' job descriptions/TORs, curricula vitae, work plans, progress reports/ final reports, fellowship programmes and reports on evaluation, follow-up activities and recommendations.
- Assists the Director and the Deputy Director (Programme and Development) in coordination and negotiations with governmental and non-governmental organizations and institutions, specialized agencies and multilateral and bilateral partners for cooperation and possible funding.
- Prepares technical papers relating to programmes and projects when required.

II. Project Analysis and Evaluation

- Organizes and coordinates monitoring, assessment and evaluation of programmes/projects/activities as well as the implementation outputs of SEAMEO Units.
- Conducts comparative research and project analysis in compliance with the policy guidance.
- Prepare, optimize and use SEAMEO big data.

III. 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.

IV. Other Duties

- Prepares speeches, remarks and other public statements relating to programmes and projects for the Directorate. ^[2]
- Summarizes and updates data/information regularly on SEAMEO matters for Programme Intranet.
- Performs other related duties as assigned by the Director and the Deputy Director (Programme and Development).
- Working as a team work with other related divisions in the SEAMEO Secretariat.

8. **Qualifications and Experience Required**

- a. An advanced degree, preferably in Educational Research, 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. Knowledge of computer operation in MS Office.
- g. Sound physical and mental health.
- h. A citizen of a SEAMEO Member Country.
- i. Age 35 to 56 years at 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 : ^[1] 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.

^[2] The Directorate means Director, Deputy Director (Programme & Development) and Deputy Director (Administration & Communication).