



**Job Description**

1. **Designation** : Deputy Director (Programme and Development)
2. **Category and Grade** : "Professional"
3. **Basic Salary Per Annum** : US\$ 11,040
4. **Benefit** :
  1. Living Allowance  
Rupiah 5,000,000.- monthly
  2. Medical Insurance
5. **Tenure of Appointment** : Three years (renewable)
6. **Duties and Responsibilities:**

Reporting to the SEAMEO Secretariat Director, the Deputy Director will have overall charge of the operations of programme and information activities of the SEAMEO Secretariat, and will assist the Director in planning the future strategic role of SEAMEO in the Southeast Asian region and beyond. He/She is also responsible for the supervision of all staff put under him/her. The specific duties and responsibilities of the incumbent will be as follows:

- a) Develop management system within Program Division.
- b) Ensure management system within Program Division are functioning well
- c) Review and evaluate the achievement of quarterly and yearly performance indicators of the Program Division
- d) Coordinate with the Deputy Director for Administration with respect to degree program, training and community development, research and consultancy, and laboratory
- e) Represent the Center in the absence of the Center Director only on technical and programmatic matters
- f) Assist the Director, in the development of policy formulation and the 5-year strategic plan
- g) Review and update the systems and rules and regulations under Program Division
- h) Plan and design programs and activities including its budget proposal for the Program Division to be approved by the Director
- i) Actively search for opportunities in income-generating activities to support all programs



**SEAMEO REC FON**

**SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION  
REGIONAL CENTRE FOR FOOD AND NUTRITION**

7. **Qualifications and Experience Required :**

- a) Citizen of SEAMEO Member Country
- b) Holds Masters or Doctorate degree level
- c) Has strong leaderships and management skills
- d) Has extensive international exposure on managerial and programmatic aspect of educational/research institution
- e) Has sound scientific and managerial track records including publications in nutrition / health in the last 5 years
- f) Has a visionary outlook on programmatic direction in nutrition and nutrition-related subjects
- g) Has experience in obtaining and managing projects in research, training, technical assistance project
- h) Has established broad networks and linkages
- i) Has good oral and writing skills in English
- j) Has a visionary outlook on future institutional development
- k) Commits to a full time engagement

8. **Privileges and Immunities** : Please refer to 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.
9. **Medical Benefits** : Free medical care under the Group Health Insurance and annual medical examinations for the staff member.
10. **Limitations on Employment** : Please refer to Rule 104.1 (a) and (b) of the SEAMEO Secretariat Staff Regulations and Staff Rules.