

Post Description

1. **Designation** : Programme Officer I (Policy & Development)
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 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. Policy and Project Development and Implementation

- Plans, develops and implements programmes/projects/activities including getting budget endorsement and logistics arrangement through appropriate channel^[1] of the Secretariat. (Flagship Project Assignment of PO1 is presented in Annex I)
- 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. SEAMEO Policy Development & Coordination

- Coordinates and monitors the implementation of plans, projects/activities of the SEAMEO Units.
- Assists the SEAMEO Units in the following activities:
 - updating Operational Plans
 - analyzing data and information on programmes/projects/activities
- Coordinates with other agencies and donor countries concerned in the implementation of relevant programmes/projects.
- Collects and compiles information relating to programmes/projects/activities undertaken by SEAMEO on annual basis for Secretariat database and for further dissemination.
- Liaises with the SEAMEO Units in reviewing and revising the legal documents and other related matters, such as MOA/MOU, Enabling Instruments.

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]
- 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 a team work 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. **Qualifications and Experience Required**

- An advanced degree, preferably in Educational Management, Educational Policy and Planning, Economics or Social Sciences.
- Professional experience in programme and project management in an international organization or other development-oriented agencies/institutions.
- At least five years of professional experience in educational, scientific or cultural fields.
- Ability and experience in planning, organizing, administration and management of programmes and projects are essential.
- Excellent command of spoken and written English.
- Proficient in word processing and other applications, data base searching, and advance computer skills;

- g. Pleasant personality with good interpersonal relations and be able to work under stress and pressure.
- h. Sound physical and mental health.
- i. A citizen of a SEAMEO Member Country.
- j. Age 30 to 50 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).