

Post Description

1. Title of Position : Program Officer – Program Initiatives
2. Category and Grade : Professional category, P-3
3. Duties and Responsibilities : Reports to Centre Director and works as a professional without subordinate.

I. Program initiative and implementation

- Plans, develops and implements programs/projects/activities including getting budget endorsement and logistics arrangement.
- 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 programs and reports on evaluation, follow-up activities and recommendations.
- Coordinates with related parties to ensure the effectiveness of program implementation.
- Evaluate and feedback the results of program implementation.

II. Conferences/Seminars/Workshops/Meetings

- Plans and coordinates conferences, seminars, workshops, and meetings and serves as rapporteur and/or Master of Ceremony in these activities.
- Prepares, edits and proofreads SEAMEO papers, proceedings, working papers and final reports of conferences, seminars, workshops, and meetings.
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III. Other Duties

- Working as a team work with other related divisions.
- Performs other related duties as assigned by the Director.

4. Qualifications and Experience Required

- a. Master degree in Business Administration or Management and related fields.
- b. More than 8 years experience in project management and implementation especially in sustainability and development field.
- c. Proven extensive experience and knowledge in project management and implementation, community and social movement.
- d. Ability and experience in planning, organizing, administration and management of programs and projects are essential.
- e. With pleasing personality with good interpersonal relations and be able to work under stress and pressure.
- f. Excellent command of spoken and written English.
- g. Sound physical and mental health.
- h. A citizen of a SEAMEO Member Country.
- i. Age 30 to 55 years at time of appointment.

