

Post Description

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

I. Business Development

- Responsible for coordination and negotiations with governmental and non-governmental organizations and institutions, specialized agencies and multilateral and bilateral partners for cooperation and possible funding.
- Proposes and implementation annual plans and budget for networking, fundraising and related activities
- Strengthens relations with stakeholders from Member Countries, Associate Member Countries, Affiliate Members, and SEAMEO partners.

II. Communication

- Propose and responsible for annual plan, budget developing and implementing communication strategy, campaigns, activities both online and offline channels.
- Initiate, maintain and monitor online database and application system to promote SEPS across ASEAN countries and accessibility to all education network including the management of online platform and cloud data system.
- Assists in planning, coordinating the implementation and updating the consolidated annual reports of plans, projects/activities of the Regional Centres/Network

III. 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.

IV. 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 year experience in business development, strategic management and corporate relations.
- c. Proven extensive experience and knowledge in project management, networking with governmental and non-governmental organizations and institutions, specialized agencies and multilateral and bilateral partners.
- 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 50 years at time of appointment.