

### **Post Description**

1. Title of Position : **Programme and Research Director**
2. Category and Grade : “Professional” category, P3
3. Term of Appointment : Three years, renewable
4. Duties and Responsibilities: Reporting directly to the SEAMEO STEM-ED Centre Director, the Programme and Research Director shall perform the following duties and responsibilities:

#### *Resource Mobilization*

- Working closely with the Centre Director, takes a leading role in identifying and pursuing programme and research development opportunities aligned with the Centre’s mandate and strategy;
- Provides support to the Centre Director in identifying potential donors and building partnerships;
- Provides support in developing concept notes and proposals for new projects in consultation with the Centre Director;
- Establishes strategic partnerships with national and international partners;
- Builds and maintains strong relationships with key stakeholders from the government, private sector, civil society, and international communities to ensure the Centre’s sustainability.

#### *Programme/Research Planning and Management*

- Leads/oversees all phases of programme/research from design, fundraising, proposal development, program management, stakeholder engagement, partnership building, implementation, monitoring and evaluation, reporting, and policy advocacy;
- Manages effective programme/research implementation and engages involvement by key stakeholders;
- Ensures careful use of evidence in programme/research development and design while maintains integrity and consistency in the utilization of funds;
- Supervises research team and provides oversight of quality control;
- Manages grant-making process without conflicts of interest;
- Provides support in policy engagement activities and presentation of findings to relevant national and international stakeholders;
- Prepares reports as required by the Ministry of Education (MOE), SEAMEO, and project funders.

#### *Team Building*

- Directs and supervises the staff under his/her supervision;
- Manages a high-performing team to implement projects with a high level of integrity and transparency in using or granting funds;
- Builds a team culture of respect and participation for members and partners regardless of age, gender identity, race, religion, social or economic status.

*Representation, Communication, and Leadership*

- Represents programme and the Centre within the STEM Education community, with other SEAMEO Centres, other agencies and organizations, and with the public, in pursuit of the Centre's mission;
- Maintains strong relationships with the SEAMEO community and conducts regular knowledge sharing related to STEM education.

*Other Duties*

- Provides support in streamlining and annual updating of the Centre's strategic documents;
- Provides technical support for organizational development as needed;
- Supports the capacity development of colleagues in relevant areas;
- Supports the Centre Director in strategic decision-making including ensuring sustainability of the Centre;
- Other duties as assigned by the Centre Director.

5. Qualifications and Experiences:

- a) Age between 35 - 60 years old.
- b) Excellent English communication skills.
- c) Excellent computer literacy.
- d) A minimum of a Master's degree in education, business administration, public administration or related field.
- e) At least ten years of related professional experience in managing large-scale programmes or research projects and other managerial experience pertinent to the position.
- f) Highly competent in coordinating and collaborating with partners and constituencies in a non-profit organization or a similar type of agency.