



**The Southeast Asian Ministers of Education Organization (SEAMEO)** is an intergovernmental organization established in 1965 among governments of Southeast Asian countries to promote cooperation in education, science and culture in the region. We are now seeking qualified candidate to fill in the following position

## **Job Vacancy**

<b>Position:</b>	Learning Innovation and Information Specialist (LIIS)
<b>Duty Station</b>	Bangkok, Thailand
<b>Category and Grade</b>	Professional Category, P-2
<b>Duration of contract</b>	3 years, renewable
<b>Application Deadline</b>	Tuesday, 28 February 2023

## **Duties and Responsibilities**

### **I. Learning Innovation and Information Development**

- Formulates and implements the substantive work on learning innovation in a timely fashion.
- Oversees the management of evidence-based learning services (training, course, seminar) of SEAMEO Secretariat and SEAMEO Units.
- Convenes intergovernmental and experts meeting online and face to face courses, workshops and learning opportunities to achieve SEAMEO agenda.
- Conducts effective and relevant learning innovation activities for SEAMEO Secretariat and SEAMEO Units to achieve organizational goals.
- Undertakes learning design, including preparation of modules, resources, platforms and programme performance evaluation and results.
- Ensures that the outputs produced are of high quality and content are shared using a timely delivery and appropriate information dissemination platform.
- Coordinates with Knowledge Management unit, Publication and Multimedia Specialist and the Directorate to ensure an effective mechanism in promoting and publicizing the learning innovation activities through website, mass media, publications, exhibitions, and other appropriate means.
- Establishes close and effective working relations with officers responsible for public information in the SEAMEO Units, SEAMEO Affairs Officers in the Member Countries and Associate Member Countries and public relations personnel of SEAMEO partners.
- Ensures the preparation (including editing and proof-reading) of activity reports from officers and SEAMEO Units for web publication and information dissemination.
- Coordinates with the SEAMEO Units in compiling and maintaining up-to-date information about the organization including the updated training/course services they had and presents it as proper information on the SEAMEO Secretariat website.
- Coordinates with Knowledge Management Manager to update on SEAMEO matters for Programme Intranet and SEAMEO Website.
- Actively contributes to building learning innovation platform to drive continuous improvement, and builds a SEAMEO brand across a diverse network.

### **II. 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.

### **III. Other Duties**

- Prepares speeches, remarks and other public statements relating to programmes and projects for the Directorate.
- 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 teamwork with other related divisions in the SEAMEO Secretariat.
- Performs other related duties as assigned by the Director and the Deputy Director (Programme and Development).

### **Required Qualifications**

- An advanced degree in Education, Journalism, Mass Communications, Communication Arts, Information Technology, Instructional Design and Educational Technology or related fields.
- At least 5 years experiences in training and innovation or leadership development.
- Demonstrates good knowledge of training methodologies, online or offline, virtual or face to face within simple or complex environment.
- Have a strategic mindset with problem solving and analytical skills.
- Substantial experience in writing public information and experience in the production of publications.
- Excellent command of spoken and written English.
- Proficient in word processing and other applications, database searching, and advanced computer skills.
- Pleasant personality with good interpersonal relations and be able to work under stress and pressure.
- Sound physical and mental health and be able to travel in the region and beyond.
- A citizen of a SEAMEO Member Country.
- Age of 55 years old maximum at the time of appointment.

### **Selection and Recruitment Process**

The interested candidates please submit the complete application form (On-line application form at <https://link.seameo.org/jobs/PS>) with your resume and expected salary to [secretariat@seameo.org](mailto:secretariat@seameo.org)

Please note that only selected candidates will be further contacted and any decision and judgement reached by the organizing committee is deemed final.

Please visit [www.seameo.org](http://www.seameo.org) for more information or contact +66 (0) 2 391 0144