

## **Post Description**

1. **Designation** : Policy and Planning Specialist
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 19,185 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. SEAMEO Policy, Planning & Coordination

- Participates in creating strategic plans, operational plans, annual plans for SEAMEO Secretariat;
- Develops or leads strategic analysis in all aspect and oversees project-related execution to deliver main strategic initiatives;
- Generates, processes, and analyzes education, science and culture data related data/information for policy formulation, planning, program development and serving the information needs of SEAMEO stakeholders;
- Conducts or outsources policy researches with significant policy inputs for SEAMEO;
- Assists in the development, implementation and maintenance of Research and Development data and information for the development and implementation of SEAMEO operational plans, projects/activities.
- Coordinates with related organizations to deliver main strategic initiatives of

SEAMEO;

- Consolidates all project progresses, policies and plans from SEAMEO Units on annual basis for Secretariat database and further dissemination to the Directorate for reporting to SEAMEO Council on the progress of work.

## II. Conferences/Seminars/Workshops/Meetings

- Plans and coordinates regular conferences, seminars, workshops, and meetings of SEAMES;
- Prepares reports of SEAMEO regular meetings, 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<sup>[1]</sup>
- Prepares updates on assigned policies and programmes for SEAMEO website and Intranet.
- Coordinates with related offices and stakeholders from Member Countries, Associate Member Countries, Affiliate Members, and SEAMEO partners to ensure that information is accurate and most beneficial to the organization;
- 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).

## 8. **Key Skills Required and Qualifications**

- a. An advanced degree, preferably in Educational Management, Educational Policy and Planning, Economics or Social Sciences.
- b. Previous work experience minimum of 3 years in planning and policy development offices
- c. Have a strategic mindset with problem solving and analytical skills.
- d. Proven ability to manage cross-functional projects and able to work with partner organizations.
- e. Professional experience in programme and project management in an international organization or other development-oriented agencies/institutions.
- f. Excellent command of spoken and written English.
- g. Proficient in word processing and other applications, database searching, and advanced computer skills;
- h. Pleasant personality with good interpersonal relations and be able to work under stress and pressure with sound physical and mental health.
- i. A citizen of a SEAMEO Member Country.
- j. Age of 55 years old maximum at the 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 : <sup>[1]</sup> The Directorate means Director, Deputy Director (Programme & Development) and Deputy Director (Administration & Communication).