



SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION
REGIONAL CENTRE FOR SPECIAL EDUCATIONAL NEEDS (SEAMEO SEN)

CURRENT JOB OPENING

POSITION: DEPUTY DIRECTOR– Grade SEN 52/54 (Secondment)

Assists the Director in:

- Implementing policies, administrative matters and programmes approved by SEAMEO Council;
- Planning and supervising SEAMEO SEN activities consistent with the policies;
- Planning and supervising for Governing Board Meeting (GBM) and SEAMEO SEN programmes and activities with budget proposals;
- Supervising the preparation of periodic reports and annual reports regarding SEAMEO activities and presentations in the Governing Board Meeting (GBM), SEAMEO High Official and SEAMEO Council;
- Planning and supervising SEAMEO SEN finance as well working towards obtaining additional financial resources for SEAMEO SEN; and
- Planning and supervising SEAMEO SEN collaboration programmes and activities with local and international agencies.

Research & Innovation Division

- Responsible for assisting the Director in the implementation of research activities, innovation programs and evaluation activities that have been planned;
- Ensure the smooth running of research activities, innovation programs and evaluation activities that have been planned; and
- Monitor all research matters, innovation programs and evaluations conducted at SEAMEO SEN as well as cooperation with external agencies.

Training & Consultation Division

- Responsible for assisting the Director in the implementation of training activities and courses as well as consultations that have been planned;
- Ensure the smooth running of training activities, courses and consultations that have been planned; and
- Monitor all training, courses and consultancy conducted at SEAMEO SEN as well as cooperation with external agencies.

Requirements of Appointment of Grade SEN 52/54 Deputy Director

Candidates are required to have the following qualifications:

- Minimum 5 years of experience in Special Education;
- Minimum Master's Degree;
- PhD or similar Doctoral Degree is an advantage;
- Below the age of 50 at the time of application;
- Excellent command of written and spoken Bahasa Melayu and English;
- Profound personal integrity and transparency;
- Strong organizational and leadership skills.

OPEN TO THE STAFF OF THE MINISTRY OF EDUCATION MALAYSIA (MOE) AND THE MINISTRY OF HIGHER EDUCATION MALAYSIA (MOHE)

Application Deadline

7th April 2021

Interested applicants may submit your resume to director@seameosen.org with the email title "Application for DEPUTY DIRECTOR".