



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

CURRENT JOB OPENING

POSITION: PROGRAMME ASSOCIATE – Grade SEN 44/48 (Secondment)

- Planning, implementing and evaluating the five-year plan;
- Preparing concept notes based on the five-year plan;
- Conducting courses, programmes and activities related to Special Education;
- Planning collaborations with local and international agencies for programmes and activities related to Special Education;
- Recommending and managing the selection of instructors;
- Managing invitations and dealing with local and international agencies regarding nomination of participants for training courses, programmes and activities; and
- Planning, developing and implementing research related to Special Education;
- Developing instruments and assessment tools for SEAMEO SEN programmes and activities; and
- Coordinating SEAMEO SEN Governing Board Meeting.
- Coordinating International Conference on Special Education.

Requirements of Appointment of Grade SEN 44/48 – Programme Associate

Candidates are required to have the following qualifications:

- Minimum 3 years of experience in Special Education;
- Below the age of 45 at the time of application;
- Bachelor's Degree;
- Excellent command of written and spoken Bahasa Melayu and English; and
- Ability to work independently as well as in a team.

OPEN TO THE STAFF OF THE MINISTRY OF EDUCATION MALAYSIA (MOE)

Application Deadline

7th April 2021

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