



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:

- Experience in Special Education is an advantage;
- The priority is given to Education Service Officer / *Pegawai Perkhidmatan Pendidikan* (PPP) in the Ministry of Education Malaysia;
- Minimum Bachelor's Degree;
- Professional qualification in education;
- Below the age of 55 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.

Application Deadline

21st April 2025

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