

Post Description

1. **Designation** : Learning Innovation and Information Specialist (LIIS)
2. **Tenure of Appointment** : A term of three years and be eligible for reappointment, but limited to two consecutive terms and on exceptional cases, can be extended for one more term if proven to have excellent performance.
3. **Duties and Responsibilities** : This position ensures that necessary evidence-based capacity-building initiatives and interventions, as well as relevant resources are available to advance the SEAMEO priority areas in education, science and culture to support the member countries and other stakeholders. The LIIS is mainly responsible for coordinating and managing the planning, development, and implementation of programs and initiatives especially those related to learning and development (L and D) such as but not limited to trainings, seminars, workshops, learning exchanges using evidence-based and innovative methodologies and delivery modalities that leverage the latest and advanced technology to reach a broad range of clients across Southeast Asia in order to achieve the goals and objectives of SEAMEO along its priority areas in education, science and culture. The LIIS reports to the Deputy Director for Programme and Development and works as a professional without subordinate.

I. Learning Innovation and Information Development

- Coordinates and manages the planning, design and implementation of innovative L and D programmes and learning resources that are relevant to SEAMEO priorities and responsive to the needs of the Member Countries and the region.
- Adopts/adapts learning solutions that leverage technology with country and regional contexts in mind.
- Collaborates with partners in relation to L and D programmes.
- Evaluates and provides technical inputs to L and D proposals.
- Ensures that L and D programme implementation is monitored and evaluated for continuous improvement.
- Supports research on effective L and D policies and practices as basis for the development and improvement of learning and development programmes.
- Provides technical advice to the Directorate especially on learning and development matters.

II. Conferences/Seminars/Workshops/Meetings

- Plans, coordinates, and manages the implementation of conferences, seminars, workshops, and meetings as may be assigned

- Provides technical assistance to conferences, seminars, workshops and meetings (e.g. as facilitator, program team member, preparation, editing and proofreading of SEAMEO papers, proceedings, working papers, final reports, etc.).
- Ensures that assigned activities such conferences, seminars, workshops and meetings and similar activities are monitored and evaluated for continuous improvement

III. Other Duties

- Assists the Director and the Deputy Director for Programme and Development in the development and implementation including negotiation with partners for possible funding of programmes as may be assigned.
- Provides technical assistance to SEAMEO Centres and Member Countries as may be assigned.
- Coordinates with SEAMEO Centres and partners on collaborative initiatives including drafting contracts and other relevant documents.
- Attends meetings and conferences as may be assigned.
- Provides technical assistance to other programs (e.g. as facilitator, program team member, etc.)
- Prepares and provides content for Information and Communication purposes.
- Drafts speeches and other public remarks for the Directorate as may be assigned.
- Performs other related duties as may be assigned by the Director and the Deputy Director for Programme and Development.

4. **Key Skills Required and Qualifications**

- a. An advanced degree in Education, Journalism, Mass Communications, Communication Arts, Information Technology, Instructional Design and Educational Technology or related fields.
- b. At least 5 years experience in training and innovation or leadership development.
- c. Demonstrates good knowledge of training methodologies, online or offline, virtual or face to face within a simple or complex environment.
- d. Have a strategic mindset with problem solving and analytical skills.
- e. Substantial experience in writing public information and experience in the production of publications.
- 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.
- i. Sound physical and mental health and be able to travel in the region and beyond.
- j. A citizen of a SEAMEO Member Country.
- k. Age of 55 years old maximum at the time of appointment.

5. **How to apply**

- :
- Applicants must complete the SEAMEO Secretariat application form and submit it along with their CV to job@seameo.org by 31 March 2025.
 - For more information, please visit www.seameo.org or contact +66 (0) 2 391 0144.
 - Job Application : **Download**