



## DEPUTY DIRECTOR OF TRAINING AND RESEARCH (GRADE RS2)

SEAMEO RECSAM is currently seeking a dynamic and highly motivated candidate to fill the position of **Deputy Director of Training and Research (Grade RS2)** based on the following criteria:

### 1. General Criteria:

- a. Must be an officer from the **Education Service (PPP)** under the **Ministry of Education Malaysia**, with a minimum grade of **DG12**.
- b. Must possess at least a **Master's Degree** in a field related to **Science or Mathematics**.
- c. Must hold a **Bachelor's Degree** in **Science/Mathematics Education**.
- d. Must have excellent proficiency in both **Bahasa Malaysia and English**.
- e. Must have at least **ten (10) years of teaching experience**.
- f. Must have experience in **educational research** and **professional development training**.
- g. **In-depth knowledge of ICT** is an added advantage.

### 2. Monthly Allowances:

- a. **Entertainment Allowance:** RM800.00
- b. **Housing Allowance:** RM900.00
- c. **Cost of Living Allowance (COLA):** RM300.00
- d. Appointed officers will also receive **secondment incentives** according to their substantive post grade.

### 3. Terms of Appointment:

The successful candidate will be **appointed on secondment** for a period of **three (3) years** to serve in the RS2 Grade position.

### 4. Application Procedure:

- a. Interested applicants must submit their application **through their Head of Department**, including a **completed application form, reference report**, and all required supporting documents. Incomplete applications or those not submitted through the Head of Department/Employer will **not** be processed.
- b. Each application **MUST** be accompanied by **certified copies** of the following documents:
  - i. Identity Card
  - ii. Certificates: SPM/MCE, HSC/STPM or equivalent, Diploma, Bachelor's Degree, Master's Degree, PhD (*Certificates and detailed academic transcripts*)
  - iii. **Updated Service Record** (for government/public agency/statutory body employees currently in service)
  - iv. Only shortlisted candidates will be called for an interview. Applicants who do not receive a response **within six (6) months** from the closing date of the advertisement shall be considered **unsuccessful**.



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(GRADE RS2)**

**Job Scope / Responsibilities**

1. Assist the Centre Director in all matters related to training and research programmes;
2. Responsible for managing training and research programmes and providing leadership to ensure effective collaboration among professional staff;
3. Lead the strategic and operational planning of the division, including organizing, directing, and controlling activities;
4. Coordinate the Annual Work Targets, Action Plans, and review division programmes;
5. Effectively coordinate the management of training and research resources;
6. Supervise the theoretical and technical content of teaching and learning activities, curriculum, and resources for training and research programmes;
7. Plan training and research programmes/initiatives in line with the Centre's Five-Year Development Plan;
8. Monitor the development of teacher resource packages, guidebooks, monographs, modules, teaching materials, and other curriculum support materials for science and mathematics education;
9. Establish centres of excellence through collaborative training and research initiatives with SEAMEO member countries and beyond;
10. Plan staff development to foster a culture of lifelong learning;
11. Manage and evaluate all learning programme initiatives;
12. Act as a supervisory body to monitor participant progress;
13. Evaluate the performance of staff in the Training and Research Division;
14. Chair the Editorial Board meetings for the Centre's journal;
15. Carry out any other duties as assigned by the Centre Director.