

**SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANISATION
REGIONAL CENTRE FOR EDUCATION IN SCIENCE AND MATHEMATICS
(SEAMEO RECSAM)
www.recsam.edu.my**

To support its role as a regional training institution, SEAMEO RECSAM seeks dynamic and highly motivated candidates to fill the position of **Deputy Director (Training & Research)**.

1. Requirements:

- a. Officers of at least Grade **DG48** from the Education Service, Ministry of Education.
- b. At least a Master's degree in relevant area.
- c. First degree must be in either science/mathematics/computer science/education technology/ subjects related to science or mathematics/computer science.
- d. Very good knowledge and high competency in ICT.
- e. Excellent command of written and spoken Bahasa Malaysia and English.
- f. At least ten years of experience in teaching.
- g. Experienced in writing and research & development.

2. Commencing Salary: home service basic salary plus Secondment Incentive according to grade:

- a. DG 44 : RM450.00
- b. DG 48 : RM470.00
- c. DG 52 : RM480.00
- d. DG 54 : RM500.00

3. Benefits:

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|-----------------------------|--------------------|
| a. Housing allowance | RM900.00 per month |
| b. Entertainment allowance | RM800.00 per month |
| c. Cost of living allowance | RM300.00 per month |

4. Other Benefits:

- a. Medical/dental/spectacle
- b. Annual leave
- c. Maternity leave
- d. Paternity leave
- e. Organisational leave
- f. Compassionate leave
- g. Sabbatical leave
- h. Non-contractual annual incentive payment
- i. Computer loan
- j. Welfare loan
- k. Sponsorship to attend conferences, seminars, workshops etc.
- l. Networking with the global educational fraternities.
- m. Conducive physical and educational environment for self and professional development.

5. Terms of Appointment:

The successful candidate will be offered an initial two (2) years contract. The Centre may renew the appointment depending on the satisfactory performance of the candidate and subject to approval of the Ministry of Education and Public Service Department.

Candidates must submit their applications through their Heads of Departments.

Interested applicants for the above posts are requested to submit two (2) sets of application forms and referee report, together with supporting documents to the address below:-

**Director
SEAMEO RECSAM
Jalan Sultan Azlan Shah
11700 Gelugor
Pulau Pinang**



**SEAMEO RECSAM
Job Description**

DEPUTY DIRECTOR (TRAINING & RESEARCH), RS2

1. To assist Center Director in all matters related to training and research programs.
2. To be responsible for managing training and research programs and providing leadership for effective teamwork among professional staff.
3. To be in charge of the division's strategic and operational planning, organizing, leading, and controlling.
4. To coordinate Annual Work Targets, Action Plans, and review of the division's program.
5. To coordinate the management of training and research resources effectively.
6. To oversee the theoretical and technical content for the teaching and learning activities, curriculum, and resources for training and research programs.
7. To plan training and research programs/initiatives in line with the Center's Five Year Development Plan.
8. To keep track of the development of teacher resource packages, handbooks, monographs, modules, instructional materials, and other curriculum support materials for science and mathematics education.
9. To establish a center of excellence through collaborative training and research initiatives with SEAMEO countries and beyond.
10. To plan staff development to inculcate a culture of lifelong learning.
11. To manage and evaluate all learning programs initiatives.
12. As a regulatory body, to anticipate participants' progress.
13. To evaluate the performance of Training and Research Division's staff.
14. To chair Editorial Board meeting for Center's journal.
15. To take any other duties as required by the Center Director.