



JOB DESCRIPTIONS

Specialist (Training Programme) RS3

1. The duties and responsibilities shall include, inter-alia, curriculum development, teaching, examining, invigilating and supervising academic activities of trainees and participants.
2. To assist in the planning and implementation of the annual work target, action plan and annual budget of the Training Division.
3. To include administrative duties related within and outside programmes, as RECSAM may from time to time require.
4. To pursue and conduct research, original investigations and publish results and investigations regarded as an important part of the duty and to contribute original articles to the various professional publications of the Centre.
5. To devote time and service to RECSAM and endeavour to promote the interests of the organisation, obey and comply with the orders and instructions provided by the organisation.
6. To assist in the developing of teacher resource packages.
7. To provide consultancy services as and when required by the Centre.
8. To attend meetings and form a member of committees as and when appointed.
9. The duties shall include performance of work connected with the service activity of RECSAM which is deemed to include service to the SEAMEO, public and professional service.
10. To undertake any other duties as required by the Director and Deputy Director (Training Programme).