



# Southeast Asian Ministers of Education Organization Regional Centre for STEM Education (SEAMEO STEM- ED)

**SEAMEO STEM-ED is inviting candidates to fill the position below.**

The full-time position is based in Bangkok and offers an initial 3-year contract and extension possibility based on performance and a health insurance and provident fund coverage.

## **STEM Career Academies Specialist**

### **Duties and Responsibilities:**

The STEM Career Academies Specialist will be responsible for assisting in the development and implementation of short-term and long-term plans for establishing STEM Career Academies in all phases of the program including design, fundraising, proposal development, program management, stakeholder engagement, partnership building, monitoring and evaluation, reporting, policy advocacy, and communication, and will perform the following tasks:

- Assist in preparing STEM Career Academies development and implementation plans by carefully using evidence in program design and development to ensure the engagement of relevant stakeholders and the highest impacts on target beneficiaries and long-term sustainability.
- Work closely with multi-sector stakeholders to engage their participation in supporting the STEM Career Academies program. Coordinate with them and manage their expectations in the entire program implementation process including school selection, governance and leadership, curriculum and instruction, professional development, career awareness and experience, student assessment, career information and guidance, linkages with employers, and scholarship management.
- Manage effective implementation of the program to meet the budget, goals, timeframe, and expected outputs, outcomes, and impacts while paying attention to the role of program partners and ensuring participation by diverse groups of stakeholders.
- Manage the program and seek practical and effective resolutions when encountering problems.
- Work with the communication team, donors, and partners on crafting the messages, stories, infographic, and other media pieces to be disseminated to the target audience of the program on all media channels.
- Prepare reports and presentations on the program progress and results for the management team, donors, stakeholders, and government leaders.
- Assist in proposal development and fundraising activities.

## **Qualifications and Experiences:**

- A Master's degree in education or a related field.
- At least five years of proven professional experience in managing and implementing career education development programs and/or activities and other experience pertinent to the position.
- Highly competent with proven experience in coordinating and collaborating with partners and stakeholders in the field of career education development.
- Excellent written and verbal communication skills in Thai and a working level of similar skills in English.
- Proven project management and organizational skills and experience.
- Demonstrated ability to build and maintain good working relationships and successful experience collaborating with partners and stakeholders to achieve a common goal.
- Effective planning, scheduling, and time management skills and experience.
- Strong leadership skills and experience in career education practices and good understanding of career education contexts.
- Strong risk management skills and experience with proven ability to identify potential risks and plan proper mitigation measures to cope with them.
- Proven digital technology, critical-thinking, and problem-solving skills.
- Strong teamwork skills.

## **APPLICATION GUIDELINES**

Interested candidates are invited to send an introduction letter, explaining why you want to work for SEAMEO STEM-ED and why you are qualified for the position, and your current resume to [HR@seameo-stemed.org](mailto:HR@seameo-stemed.org). SEAMEO STEM-ED reserves the rights to respond only to the applicants in whom the Centre has further interest.

**Deadline for Applications: 30 June 2022 at 17:00 hours Bangkok time.**

**Contact: [HR@seameo-stemed.org](mailto:HR@seameo-stemed.org)**