

STEM Education Specialist – Professional Academy and Learning Resources

Duties and Responsibilities:

The STEM Education Specialist will be responsible for managing the daily operations and activities in assigned STEM Professional Academy and STEM Learning Resources programmes, managing and planning all programme activities to align with the programme plans and objectives. S/he shall ensure that all programme activities progress and are aligned with the plan. S/he shall liaise with and communicate programme information and progress to ensure that all related parties are on the same track to effectively achieve programme goals and objectives. S/he will represent the Centre at professional meetings and conferences and prepare analyses, reports, and internal plans for assigned programmes and activities and contribute to the SEAMEO-wide coordination of scholarly activities for strengthening STEM education in both formal and informal education settings.

Major Duties and Responsibilities

Programme Planning

- Exercise appropriate scientific judgment to ensure 1) the careful use of evidence in programme development and design, 2) the integrity and consistency in the utilisation of funds and in managing the grantmaking process without conflicts of interest, 3) the balance among appropriate STEM sub-fields and related institutions, and 4) the participation of qualified educators, institutions, agencies, and organisations.
- Prepare programme development and implementation plans.
- Provide expertise, evaluation, and advice for programme expansion or replication in Thailand and the Southeast Asian region, including for international and cross-SEAMEO centre programmes.

Stakeholder Engagement

- Work closely with multi-sector stakeholders including Offices of Basic Education in SEAMEO member countries, local administrative organisations, schools, universities, and teacher development agencies across member countries.
- Coordinate and manage stakeholder expectations, engage them, and manage changes.
- Establish and develop linkages among relevant stakeholders to engage them in the entire programme implementation process.

Programme Execution and Team Building

- Determine and manage risks to the programme.
- Analyse and consolidate information and research studies to support the programme.
- Collate information and organise workshops/meetings/activities to serve the programme's goals and objectives.
- Manage the programme to meet the budget, goals, objectives, timeframe, and expected outcomes and impacts.

- Coordinate and contribute to teamwork building with the culture of respect and participation for members and partners regardless of age, gender identity, race, religion, social or economic status, or any other factors.
- Implement the programme with a high level of integrity and transparency in the use of grant funds.
- Assist the programme team with the resolutions for problems.
- Ensure regular dialogue with team members, donors, partners, or vendors to promote problem solving, team collaboration, and risk sharing and mitigation.

Representation, Communication, Fundraising, and Leadership

- Report on the programme's progress and results to senior leaders of the Centre and government leaders.
- Work with the communication team on communication plan formulation and execution via different strategies based on varied target audiences.
- Work with the research and evaluation team on the studies of programme effectiveness and the presentation of the results and impacts to the relevant stakeholders and policymakers.
- Identify sources of funds for the programme and assist in the proposal development process.
- Represent the programme and the Centre within the STEM education community and with other SEAMEO centres, other development agencies and organisations, and the public, accurately reflecting the Centre's policies and positions.
- Create and maintain linkages with other SEAMEO centres and other agencies in pursuit of the overall SEAMEO STEM-ED mission.
- Participate in staff and committee meetings, represent the programme in cross-centre activities and programmes, and participate in meetings of the professional communities that support STEM education.
- Contribute ideas for improving SEAMEO STEM-ED's policies and achievement of its mission.
- Pursue and/or be responsive to assignments to special projects and temporary functional teams across the Centre to solve problems and improve staff communication and coordination of special programmes.

Qualifications and Experiences:

- A master's degree or above in science education or a related field.
- At least 7+ years of proven professional experience related to science education, with 3+ years of experience managing and implementing science or STEM education programmes and activities.
- Highly competent with proven experience in coordinating and collaborating with partners and stakeholders in the field of science or STEM education development.
- Excellent written and verbal communication skills in Thai and English.
- Proven project management and organisational 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 science or STEM education practices and good understanding of science or STEM 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 write an Introduction Letter, explaining why you want to work for SEAMEO STEM-ED and why you are qualified for the position, and send your current resume and a completed application form to 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: Friday, 30 September 2022 at 17:00 hours Bangkok time.

Contact: HR@seameo-stemed.org