

POSITION DESCRIPTION

Position title : Deputy Director for Programme

Duties : Accountable to the Centre Director for overall effectiveness of the Centre's professional, scientific and related training activities. In particular he/she will be responsible for:

1. Developing research and training programmes
2. Marketing the capacity and capabilities of SEAMEO BIOTROP to national, international and private funding agencies
3. Coordinating and supervising national, regional and international training and research activities
4. Together with the Deputy Director for Administration prepare materials for Governing Board Meeting, Center Director Meeting, High Official Meeting, SEAMEC Conference and Annual Report
5. Performing any other specific duties that may be assigned by the Director from time to time.

Salary : Rp. 20.000.000,- Approximately US\$ 1.430

Benefits : Free housing facility

Experience : Should have at least ten years experience in research, teaching and management. Ideally should have international or regional experience and have worked with international scientific community

Personal qualifications: Excellent command in English, preferable multilingual. National and preferably international reputation as a biologist and as an environmentalist who can motivate others and stimulate others creative and quality work.

Limitations : The recruitment and appointment should be made from a SEAMEO member country. The Deputy Director for Programme should not have the same citizenship as the Director. The term of office shall be a maximum of three years without prejudice to reappointment. Age, preferably between 40-55 years.

Educational requirement: Should have at least a Doctorate in Biological Science or related Science, ideally should have additional formal education in the Management Sciences and Programme Administration.

Selection Procedure : Publicize requirement through the Governing Board and respective SEAMEO Minister of Education. Candidates curriculum vitae to be forwarded to the Director of BIOTROP appointed by the Governing Board from among the nominees of the member countries

PROCEDURE OF APPLICATION

1. Applications shall be addressed to SEAMEO BIOTROP with a nomination of the respective Ministry of Education with the following enclosures;
 - (a) Diplomas and certificates of education or training
 - (b) List of scientific experiences in research, symposium/conference, teaching and publications
 - (c) Curriculum vitae, including employment
 - (d) Recommendation from two eminent Biologists from the region or beyond
 - (e) Agreement from their respective government to work with BIOTROP. In case that he/she is Government employer informing that his/her post will be kept vacant during absence.
2. BIOTROP will attempt to interview likely candidates, either at BIOTROP or in their home country, depending on feasibility
3. BIOTROP shall send a Letter of Appointment to the successful, specifying the terms and conditions of the appointment. The Successful applicant shall accept the appointment in writing, declaring that he/she accepts the terms and conditions of his/her appointment. The Letter of Appointment and Letter of Acceptance shall constitute the contract of employment.
4. BIOTROP shall inform the Government concerned of the terms and conditions of the appointment.
5. Travel expenses from the residence to the Centre including the immediate family will be paid as a specific in the BIOTROP Staff Rules
6. Unsuccessful candidates will be immediately notified once a candidate has been appointed.