



## Call for Application

### **Director of SEAMEO Regional Centre for Higher Education and Development (RIHED)**

The SEAMEO Regional Centre for Higher Education and Development (RIHED) is one of the regional centres under the Southeast Asian Ministers of Education Organisation (SEAMEO). The goal is to foster efficiency, effectiveness, and harmonization of higher education in Southeast Asia through research promotion, leadership empowerment, and collaboration facilitation. Based on the aforementioned goal, five interconnected objective areas are identified, comprising 1) empowering higher education institutions, 2) developing harmonization mechanisms, 3) cultivating globalized human resources, 4) advancing knowledge frontiers in higher education system management and 5) promoting university social responsibility and sustainable development.

The Thai government, the host of SEAMEO RIHED, is looking for the Centre Director. Detailed information is as follows:

<b>Date of Entry of Duty:</b>	1 April 2021
<b>Category:</b>	Professional staff
<b>Term of Appointment:</b>	3 years (renewable)

### **1. Responsibilities**

The Centre Director serves as the chief executive officer of the centre. He or she will work under the policy direction of the SEAMEO RIHED Governing Board and be accountable to Southeast Asian Ministers of Education Council (SEAMEC). In addition, he or she will maintain close contact and collaboration between the centre and with the Southeast Asian Ministers of Education Secretariat (SEAMES). The responsibilities are to:

- 1.1 Provide overall management and supervision of the SEAMEO RIHED covering administrative and financial operation, programme and activity planning and implementation and organisation development,
- 1.2 Organise and manage the support services of SEAMEO RIHED in the promotion, advancement of knowledge, and professional competency in SEAMEO RIHED's major concerns, i.e. efficiency and effectiveness of higher education with a focus on policy and planning processes, and administrative and management systems,
- 1.3 Identify current and future situation, trends and challenges affecting national, regional and global higher education development, and propose policy recommendations, as well as foster maximum utilisation of expertise and resources to address and prepare for the aforementioned situation, trends and challenges,
- 1.4 Take responsibility for fundraising and mobilising higher education resources,
- 1.5 Push forward education policies and initiatives into concrete actions at the regional level, including but not limited to regional higher education harmonisation, research collaboration, leadership development and education for sustainable development,
- 1.6 Engage in public relations and dissemination of SEAMEO RIHED activities, progresses and accomplishments.
- 1.7 Be able to carry out ongoing and future projects with other SEAMEO regional centres on the seven SEAMEO priority areas,

- 1.8 Serve as the secretary of the SEAMEO RIHED Governing Board including the preparation of the Governing Boarding Meeting agenda, working papers and annual reports and annual plan and budget proposal.
- 1.9 Submit periodic reports on the progress of operations and future plans for approval of the SEAMEO RIHED Governing Board, SEAMES and SEAMEC.
- 1.10 Represent SEAMEO RIHED at meetings and conferences.

## **2. Competencies**

**Professionalism:** demonstrated expertise in international higher education and development and in the management of a complex organization in an internationally diverse and multicultural environment.

**Leadership:** proven leadership skills and demonstrated ability to manage and coordinate multiple different activities/operations. Demonstrated flexibility in leadership by performing and/or overseeing the analysis of complex programme issues; empowering others to translate vision into results and create an enabling environment; anticipate and resolves conflicts by pursuing mutually agreeable solutions; continuously drives for change and improvement.

**Vision:** ability to identify key strategic issues, opportunities and risks and to clearly communicate links between the ITC's strategy and its parent Organizations' goals; ability to support and execute sound vision of internal management and oversight.

**Decision-making:** ability to make difficult decisions under pressure; identifies the key issues in a complex situation and comes to the heart of the problem quickly; checks assumptions against facts.

**Managing Skills:** ability to make timely decisions, establish priorities and coach, mentor, motivate and develop staff and encourage good performance; secures resources through fundraising and mobilises higher education resources; delegates responsibility, clarifies expectations and gives staff autonomy in important areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility.

**Integrity:** resists undue political pressure in decision-making; does not abuse power or authority; takes prompt action in case of unprofessional or unethical behaviour, serves as a model for ethical behaviour.

**Accountability:** takes ownership of all responsibilities and honours commitments; delivers outputs for which he/she has responsibility; takes responsibility for his/her own shortcomings and those of the work unit.

**Communication:** excellent communication and negotiation skills required. Listens to others and is genuinely interested in having two-way communications; strong reputation of dealing honestly and openly with issues and staff; knowledge of modern management tools and practices and high level of information technology awareness needed to oversee appropriate utilization of information technology platforms and programmes.

### **3. Qualifications of the Applicants**

#### **3.1 General Qualifications**

- 3.1.1 Having Thai nationality,
- 3.1.2 Being between 40-65 years of age on 25 December 2020,
- 3.1.3 Having excellent command of English. Proficiency in other languages would be an asset.
- 3.1.4 Upholding ethics and professional integrity,
- 3.1.5 Not having criminal record, being suspended or temporarily discharged from government service,
- 3.1.6 Being able to work full time for the entire term of appointment. In a case of government official, he or she must be permitted by his or her organisation to apply and serve as the Centre Director throughout the term.

#### **3.2 Education**

Having advanced university degree preferably at doctoral.

#### **3.3 Experience**

- 3.3.1 At least five years of experience in managing international organisation or higher education institution (as a dean or higher positions) or public/private organisation in the area of regional economic and social development,
- 3.3.2 Having experience in initiating and coordinating educational networks and managing projects at national and regional levels.

### **4. Selection Procedures**

#### **4.1 Application**

- 4.1.1 Call for application and application form can be accessed and downloaded from [www.mhesi.go.th](http://www.mhesi.go.th) and [www.inter.mua.go.th](http://www.inter.mua.go.th).
- 4.1.2 Each applicant must apply and submit supporting documents via e-mail [mhesi.seameo@gmail.com](mailto:mhesi.seameo@gmail.com)
- 4.1.3 The supporting documents are as follow:
  - a) a copy of resume,
  - b) a certified copy of each university degree,
  - c) In a case of government official, the permission letter from his or her organisation.

#### **4.2 Timeline**

- 4.2.1 Application period is from 25 November 2020 – 25 December 2020 at 11.59 pm (GMT+7 Time)
- 4.2.2 List of eligible candidates for an interview, together with further information on date and venue to the interview will be announced on 8 January 2021 on [www.inter.mua.go.th](http://www.inter.mua.go.th).
- 4.2.3 The announcement of successful candidate will be on 22 January 2021 on [www.inter.mua.go.th](http://www.inter.mua.go.th).

#### **4.3 Selection Process**

The selection process consists of 1) review of applications to shortlist qualified candidates for an interview and 2) interview of shortlisted candidates by the Search Committee whereby shortlisted candidates are required to present his or her vision.

#### 4.4 The Candidate Evaluation Criteria

Criteria	Score
a) Competencies, including 1. Strategic thinking and vision 2. Leadership 3. Management skills and fundraising and resources mobilisation ability 4. Communication skills 5. Decision-making	50
b) Substantive knowledge and working experience relevant to the position	30
c) Professionalism, Accountability and Integrity	20
<b>Total</b>	<b>100</b>

Please note that the successful candidate must be score at least 80 points. In case that there is no candidate earn 80 points or higher. The Thai government reserves the right to repeat the call for applications process. The committee's decision is final.

Please be aware that the late submission of applications or incomplete application form and documents will be disqualified.

#### 5. Compensation and Benefits:

The salary is paid in US dollars starting at USD 2,800. He or she will also enjoy privileges and immunities according to Article 12 of the Agreement between the Government of Thailand and SEAMEO regarding the Headquarters of SEAMEO in Thailand as attached. The incumbent who comes from the government agency can be seconded to work as the Centre Director and return to his/her organisation after the completion of his or her term.

#### Contact Information:

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