

JOB DESCRIPTIONS

I. Senior Specialist (Training Programme) RS2

- 1) The duties and responsibilities shall include, inter alia, curriculum development, teaching, examining, invigilating and supervising academic activities of trainees and participants.
- 2) To include administrative duties related within and outside programmes, as RECSAM may from time to time require.
- 3) 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.
- 4) To devote time and service to RECSAM and endeavour to promote the interests of the organization, obey and comply with the orders and instructions provided by the organization.
- 5) To provide consultancy services as and when required by the Centre.
- 6) To attend meetings and form a member of committees as and when appointed.
- 7) 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.
- 8) To assist in producing and marketing of packages, modules, manipulative materials and pamphlets for training programmes.
- 9) To assist in editing and publishing courses/programmes assignments.
- 10) To undertake any other duties as required by the Director and the Deputy Director (Training Programme).