

Job Description

I. Specialist (Research & Development) RS3

- 1) Assist in the planning and implementation of the annual work target, action plan and annual budget of the Research and Development Division.
- 2) Assist in the planning and implementation of the Centre's special programmes, projects and activities related to science and mathematics education.
- 3) Assist in establishing linkages for the Centre through collaborative research and development activities with other education centres and institutions within and outside the region.
- 4) Design/Prepare and implement research and development proposals which are in line with the Centre's Research and Development Agenda.
- 5) Provide assistance on consultancy services.
- 6) Assist in preparing proposals to source for research funds/grants for the implementation of the Centre's Research and Development Agenda.
- 7) To develop teaching resource packages, manuals, handbooks, monographs, instructional materials and other curriculum support materials suitable for primary/secondary science and mathematics.
- 8) Contribute articles to the professional journal and publication.
- 9) Conduct/Supervise regular, customised, in-country, special training courses, and workshops related to research at the Centre.
- 10) To undertake any other duties as required by the Director and Deputy Director (R&D).