



JOB DESCRIPTIONS

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).