



Republic of the Philippines
Department of Education



Tanggapan ng Kalihim
Office of the Secretary


MAY 04 2005

DepED MEMORANDUM
No. **142**, s. 2005

ANNOUNCING THE VACANCY FOR THE POSITION OF SEAMEO BIOTROP
DEPUTY DIRECTOR FOR PROGRAMME AND MARKETING

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents

1. The Southeast Asian Regional Centre for Tropical Biology (SEAMEO BIOTROP) announces the vacancy for the position of Deputy Director for Programme and Marketing.
2. The Deputy Director for Programme and Marketing shall have a term of three years without prejudice to the renewal for a second term. Additional terms may be granted under exceptional circumstances. He/She shall be chosen in accordance with the procedure established by the Governing Board.
3. The submission of nomination to the SEAMEO BIOTROP should not be later than August 19, 2005. For more information regarding the position description and the procedure for the application, please refer to the enclosure.
4. Immediate dissemination of this Memorandum is desired.


FLORENCIO B. ABAD
Secretary

Encl.: As stated
Reference: None
Allotment: 1- -(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
QUALIFICATIONS

POSITION DESCRIPTION

- Position title** : Deputy Director for Programme and Marketing
- 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 Resource Management and Communication prepare materials for Governing Board Meeting, CDM, HOM, SEAMEC Conference and Annual Report.
 5. Directing and supervising marketing activities.
 6. Performing any other specific duties that may be assigned by the Director from time to time.
- Salary** : Rp. 7.500.000,- Approximately USD 800
- 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, preferably 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 and Marketing 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 Sciences, ideally should have additional formal education in the Management Sciences and Programme Administration.
- Selection Procedure** : Publicize requirement through the Governing Board and respective, SEAMEO Ministries 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 experience 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 applicant, 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 specified in the BIOTROP Staff Rules.
6. Unsuccessful candidates will be immediately notified once a candidate has been appointed.