



Partnership & Governance Manager

Southeast Asian Minister of Education Organization Regional Centre for STEM Education (SEAMEO STEM-ED)

SEAMEO STEM-ED is a regional inter-governmental organization among governments of Southeast Asian countries, hosted by the Government of Thailand, with a mission to uplift the capacity and capabilities in STEM education in Southeast Asia. Through partnerships with our region-wide networks, including SEAMEO member and affiliate countries, public and private institutions, and non-profit educational influencers, SEAMEO STEM-ED affirms our commitment to the advancement of STEM education in Southeast Asia.

To support the Centre's expanding regional partnerships, governance coordination, and resource mobilisation initiatives, SEAMEO STEM-ED invites qualified candidates to apply for the position below.

Position:	Partnership & Governance Manager
Duty Station:	Bangkok, Thailand
Category and Grade:	Professional Category, P-2
Duration of Contract:	3 Years, Renewable
Application Deadline:	20 March 2026

Position Summary

Under the overall guidance of the Centre Director and in close coordination with Senior Programme Manager, the Partnership & Governance Manager will lead the development and management of strategic partnerships, governance coordination, fundraising initiatives, and multi-stakeholder programmes of SEAMEO STEM-ED.

The incumbent will be responsible for strengthening institutional partnerships, overseeing governance-related processes, mobilising financial and non-financial resources, and ensuring effective programme and project management across regional and international initiatives. The position requires strong leadership, extensive experience in partnership development and fundraising, and the ability to manage complex programmes involving diverse stakeholders.

The Partnership & Governance Manager is expected to contribute to policy dialogue, institutional sustainability, and regional cooperation while ensuring alignment with SEAMEO STEM-ED's mission, strategic priorities, and governance frameworks.

Major Duties and Responsibilities

Partnership Development & Stakeholder Engagement

- Develop, maintain, and strengthen strategic partnerships with SEAMEO Member Countries, SEAMEO Centres, government agencies, development partners, private sector entities, universities, foundations, and international organizations both in Thailand and beyond.
- Identify opportunities for collaboration that support STEM education capacity building, innovation, policy advocacy, and sustainable development.
- Coordinate multi-level stakeholder engagement, ensuring alignment of interests, expectations, and responsibilities.
- Represent SEAMEO STEM-ED in high-level meetings, forums, and negotiations related to partnerships and regional cooperation.

Governance & Institutional Coordination

- Support the Centre Director and the Senior Programme Manager in governance-related matters.
- Ensure compliance with SEAMEO policies, governance frameworks, and organisational procedures in programme and partnership implementation.
- Contribute to the development, review, and improvement of internal policies, guidelines, and governance mechanisms.
- Facilitate transparent decision-making processes and promote accountability, integrity, and institutional good governance.

Programme & Project Management

- Lead and oversee the design, planning, implementation, monitoring, and evaluation of partnership-driven programmes and projects.
- Ensure programmes are delivered within approved scope, budget, timeline, and quality standards.
- Identify and manage programme risks, ensuring timely mitigation measures.
- Coordinate cross-functional teams and foster a collaborative, inclusive, and results-oriented working culture.
- Ensure accurate documentation, reporting, and knowledge management for all programmes and projects.

Fundraising & Resource Mobilisation

- Identify, develop, and pursue funding opportunities from bilateral and multilateral donors, foundations, corporate partners, and other funding sources.
- Lead or contribute to proposal development, concept notes, grant applications, and partnership agreements.
- Coordinate with programme, finance, and administration teams to ensure compliance with donor requirements and reporting standards.
- Strengthen the Centre's long-term financial sustainability through diversified funding strategies.

Communication, Representation & Leadership

- Prepare strategic analyses, reports, briefs, and presentations for the management, bodies, donors, and partners.
- Coordinate with the Communication Officer to support visibility, advocacy, and dissemination of programme results and institutional achievements.
- Represent SEAMEO STEM-ED professionally at regional and international conferences, policy dialogues, and professional networks.
- Provide leadership, mentoring, and guidance to team members and contribute to staff development and performance management.
- Performs other related duties as may be assigned by the Centre Director.

Qualifications and Experiences:

- A Master's degree in Education, Public Policy, International Development, Public Administration, STEM-related fields, or a closely related discipline.
- At least ten (10) years of progressively responsible professional experience, with demonstrated expertise in partnership development, programme management, and/or institutional governance.
- Proven experience in fundraising, resource mobilisation, and donor engagement, including proposal development and grant management.
- Strong experience in managing complex, multi-stakeholder programmes at national and/or regional levels.
- Demonstrated leadership and supervisory experience, with the ability to manage diverse teams.
- Strong understanding of governance frameworks, policy processes, and institutional coordination.
- Excellent analytical, negotiation, and strategic planning skills.
- Outstanding written and verbal communication skills in English.
- Ability to represent the organisation effectively with senior government officials, donors, and international partners.

As of 18 February 2026

- Strong commitment to integrity, transparency, inclusivity, and regional cooperation.
- The candidate must be a national of one of SEAMEO's Member Countries.
- Able to undertake work-related travel and field activities, as required.

APPLICATION GUIDELINES

Interested candidates are invited to write an Introduction Letter, explaining why you want to work for SEAMEO STEM-ED and why you are qualified for the position, and send your current resume, a completed application form and educational attainment documents to hrm@seameo-stemed.org

SEAMEO STEM-ED reserves the rights to respond only to the applicants in whom the Centre has further interest.

Deadline for applications for the position: Friday, 20 March 2026 at 16.30 hours Bangkok time.

Contact us:

SEAMEO STEM-ED

Natural Science Building, 11th Floor, 928 Sukhumvit Road, Phra Khanong, Khlong Toei, Bangkok 10110, Thailand

Email: hrm@seameo-stemed.org

13. Employment Experience: starting with your most recent post, list in reverse order every employment/position you have had (use additional sheets if necessary).

13.1 Name and address of employer _____
_____ Tel. _____
Exact title of your post _____
Date from _____ to _____
Monthly salary _____ Bonus _____
Other incomes _____
Name and post of immediate supervisor _____
Number and type of employees supervised by you _____

Reason for leaving _____
Description of your duties _____

13.2 Name and address of employer _____
_____ Tel. _____
Exact title of your post _____
Date from _____ to _____
Monthly salary _____ Bonus _____
Other incomes _____
Name and post of immediate supervisor _____
Number and type of employees supervised by you _____

Reason for leaving _____
Description of your duties _____

13.3 Name and address of employer _____
_____ Tel. _____
Exact title of your post _____
Date from _____ to _____
Monthly salary _____ Bonus _____
Other incomes _____
Name and post of immediate supervisor _____
Number and type of employees supervised by you _____

Reason for leaving _____
Description of your duties _____

13.4 Name and address of employer _____
_____ Tel. _____
Exact title of your post _____
Date from _____ to _____
Monthly salary _____ Bonus _____
Other incomes _____
Name and post of immediate supervisor _____
Number and type of employees supervised by you _____

Reason for leaving _____
Description of your duties _____

13.5 Name and address of employer _____
_____ Tel. _____
Exact title of your post _____
Date from _____ to _____
Monthly salary _____ Bonus _____
Other incomes _____
Name and post of immediate supervisor _____
Number and type of employees supervised by you _____

Reason for leaving _____
Description of your duties _____

14. Your expected monthly salary _____

15. Travel or residence aboard (indicate city, country, date, duration and purpose)

16. Any other pertinent information regarding your experiences (such as being officers of student associations, clubs, attending national/international seminars/conferences).

17. Indicate your abilities other than professional by checking a tick () on one of the following boxes:

a. Computer Yes No (please indicate application software used)
b. Driving Yes No
c. Other (e.g. office equipment, taking photographs)

18. List any significant publications you have written

19. Have you ever received any scholarships/professional awards?
If so, please indicate the name of the scholarship/award, its nature and the foundation/government from which it was received.

20. Reference (three persons other than relatives who are well acquainted to you and qualified to judge you ability, knowledge, background, personality, etc.)

Name and Position (if any)	Full Address and Telephone No.	Business or Occupation

Note:

Please attach copies of your educational attainment, including transcripts, degree certificates, and language proficiency certificates (if any) and other relevant documents where applicable, and attach them along with this application form.

Kindly indicate from where you heard of this post vacancy.

I solemnly declare that the above information is true and correct.

Date _____ Signature _____

After completing the Application Form, please e-mail to hrm@seameo-stemed.org;