



Term of Reference of SEAMEO BIOTROP Deputy Director for Program (DDP)

1. The applicant shall be nominated by respective Ministry/Department of Education of SEAMEO Member Countries, and submit the application to SEAMEO BIOTROP via email: gau@biotrop.org;
2. The applicant should provide a Letter of Application, Curriculum Vitae, and other supporting documents (health certification, certificates of competence, publications, research reports, and similar documents);
3. The roles and functions of the DDP in accordance to the Indonesian Government and SEAMEO BIOTROP Enabling Instrument are as follow:
 - a. ARTICLE XI – CENTRE OFFICIALS of the SEAMEO BIOTROP Enabling Instrument states the following:
 - 3.a. “The Deputy Director for Programme is elected from among the nominees of SEAMEO Member countries and preferably not from the Host Country”;
 - 3.b. “The Deputy Director for Programme is nominated by the Ministry of Education of the respective Member States, selected and appointed by the Board and shall have a term of three (3) years without prejudice to renewal for a second term. Additional terms may be granted under exceptional circumstances. They shall be chosen in accordance with the procedure established by the Board. Revocation of appointment shall be on recommendation of the Director and approval by the Board”; and
 - b. ARTICLE XII ROLES AND FUNCTIONS OF THE CENTRE OFFICIALS, No. 7 – 12 stated as follow:
 7. The Deputy Director for Programme shall assist the Director in the management and coordination of Centre programmes on research, training, networking, information dissemination, and marketing activities.
 8. The Deputy Director for Programme shall assist the Director in co-ordinating the implementation of all programmes and projects of the Centre especially in the participation of Member countries and the host country, as well.
 9. The Deputy Director for Administration shall assist the Director in the recruitment and hiring of the Centre's staff.
 10. The Deputy Director for Administration shall assist the Director in the management of business and administrative affairs of the Centre.
 11. The Deputies Director shall perform such other functions as may be assigned by the Director or the Board.
 12. The Deputies Director shall act as Director per the provision of ARTICLE XI, point 2.d and 2.e.

- c. The Letter of the Secretary General of the Ministry of Education, Culture, Research, and Technology of the Republic of Indonesia (MoECRT) (KEPSESJEN) No. 2/O/2023, dated 28 February 2023, stated the tasks of DDP are as follow:
 - a) as the representative of the Director responsible for program implementation of the Centre;
 - b) to implement activities and quality control related to trainings, research development, and technology;
 - c) to prepare the SEAMEO Centre's activities plan in accordance to Vision, Mission, Five-Year Development Plan, the Report of the Governing Board Meeting and other applied documents, and
 - d) Tasks and functions of the Deputy Director for Program refer to the Centre's Enabling Instrument.
- 4. During the term of office, DDP will receive the following benefits:
 - a) Monthly salary of IDR 13.500.000 deducted tax of 20% (the salary will be paid in Indonesian Rupiah);
 - b) House (Dormitory), consists of 4 bedrooms include toilet in each room, AC, water heater, living room and cable TV, and kitchen, fully furnished;
 - c) Vehicle upon request based on activities;
 - d) Office room.
 - e) Economy air ticket from the country of origin to Jakarta upon the issuance of the Letter of Appointment of the SEAMEO BIOTROP DDP, and from Jakarta to the country of origin upon the end of term of the DDP;
 - f) Other incentives based on activities in accordance to the Indonesian Government Regulation.