ON-THE-JOB TRAINEE
For the Educational Research Unit
Under the Educational Research and Innovation Office

The SEAMEO Regional Center for Educational Innovation and Technology, or SEAMEO INNOTECH, is one of the 24 regional specialist institutions of the Southeast Asian Ministers of Education Organization. SEAMEO INNOTECH is principally dedicated to identifying common and unique education problems and needs of Southeast Asian countries and developing innovative and technology-based solutions to address these problems.

SEAMEO INNOTECH is in need of one (1) OJT for the Educational Research Unit under the Educational Research and Innovation Office (ERIO). Below is the Statement of Work for your reference:

DUTIES AND RESPONSIBILITIES

1. Assist in developing a database of policies related to Philippine teachers’ welfare and motivation
2. Prepare written weekly updates on the status of the policy database
3. Present completed policy database to project team, at the end of the internship period
4. Perform other duties as discussed with project staff and the ERU Head if needed, and as time and capacity warrant

QUALIFICATIONS

- Familiar with MS Office (Word, Excel) applications
- Excellent communication skills
- Excellent time management skills

SEAMEO INNOTECH is an equal opportunity employer
Interested and qualified applicants may submit their letter of intent with an updated CV at email add: cecille@seameo-innotech.org