JOE DESCRIPTION

Title: SEI Asia Centre Director
Functional title: Centre Director and Senior Research Fellow
Duty station: SEI Asia Centre, Bangkok, Thailand
Reporting to: SEI Executive Director
Duration: Three years term, renewable
Recruitment process: Commencement of recruitment from 30th September 2008 until position is filled.

1. BACKGROUND

The Stockholm Environment Institute (SEI) is an international independent non-profit research institute established in 1989 by the Swedish Government. SEI’s mission is to support decision-making and initiate change towards sustainable development around the world by providing integrative knowledge that bridges science and policy in the field of environment and development. SEI is a distributed institute, with centres in Bangkok (Thailand), Boston (USA), Oxford (UK), Stockholm (Sweden), Tallinn (Estonia) and York (UK). The combined centres include approximately 150 research staff. Approximately 70 percent of the research programmes are in the developing world. Current SEI research programmes are: Atmospheric Environment; Climate and Energy; Future Sustainability; Policies and Institutions; Risk, Livelihoods and Vulnerability and Water Resources and Sanitation (see www.sei.se).

SEI Asia Centre in Bangkok, established on 1st January 2004, currently has 18 staff members and coordinates SEI activities in Asia. It cooperates with national and regional partners. The centre’s programme is structured principally along regional lines. Its pioneer programme, on which significant work had been done even before the establishment of the centre, is for the Mekong region, and integrated programmes are being developed for South Asia and ASEAN. Currently, SEI is seeking an experienced research leader and manager to serve as the Director of its Asia Centre in Bangkok, Thailand, under the direction of the Executive Director.

2. JOB SUMMARY

The Centre Director reports to the Executive Director and contributes to the overall development of the institute by serving on the SEI steering committee.

The Centre Director
i) is responsible for the operations of the SEI Asia Centre, by providing strategic and intellectual leadership, carrying out and supporting fund raising, and ensuring the long-term operational and financial viability of the Asia Centre including general administration, management and development of Centre staff, and
ii) works as a Senior Research Fellow who formulates, develops, leads, manages and implements one or more externally funded research programmes/projects.

3. KEY TASKS
Leadership

- lead the continued development and implementation of the SEI Asia Centre Strategy to ensure that it is relevant and contributes to the development of regional environment and sustainable development policies with substantive policy impacts, by seeking inputs by SEI's Programme Directors, Centre Staff, the Executive Director and other stakeholders,
- provide intellectual and strategic leadership on the development of current and future programmatic/thematic focus of SEI's initiatives in Asia;
- develop and implement, in collaboration with Centre staff, a strategy to establish a wide range of partnerships and operational collaborations with national level and regional research and development organisations;
- lead the development and diversification of the funding base of the SEI Asia Centre, in particular establishing relationships with regionally-based donor organisations and offices;

Centre Management

- is responsible for the operations of the SEI Asia centre, within the boundary of the strategic plan and budget frame approved by the SEI Executive Director and the SEI Board;
- is responsible for staff recruitments, which are carried out in dialogue with the SEI Executive Director;
- is responsible for financial viability of the centre, and reports continuously on the financial status of the centre to the SEI headquarters;
- oversee the evaluation of the Centre’s performance and the implementation and reporting of the Centre’s activities and the various SEI policies where they exist (e.g. Equity and Diversity, Environmental, and Human Resources);
- manage and ensure the capacity development of the current staff as well as oversee the recruitment of additional staff;
- manage the financial performance and general administration of the Centre;

Programmatic/Research Responsibilities

- identify, formulate and develop research projects in the region that further the aims and objectives of SEI, in collaboration with programme directors and staff across the Institute, thus ensuring that these projects contribute to the programme structure of SEI;
- lead, manage and implement one or more research programmes/projects in the region;

Fund Raising

- identify potential funding opportunities and develop and provide inputs to proposals to secure funds for the sustainable operation of the Asia Centre;
- generate external funds to cover his/her research time as well as for wider involvement of Asia Centre staff within a year after start date;
- encourage and support the Centre staff in developing proposals for the strategic research programmes/projects;

Outreach and Communication: Internal and External

- work closely with other SEI centres to promote SEI’s aims and objectives and continue to increase the visibility of SEI’s initiatives in Asia, building on its regional focus on South-East Asia;
- work with Centre Staff to develop effective outreach strategies, activities and products that will include dialogues, briefings, presentations, interaction with the media, articles for specialist publications and scientific papers in peer-reviewed journals; and
• maintain and develop SEI’s linkages with regional governments, international organisations, foundations, corporate/business sector and partner institutions.

4. **SELECTION CRITERIA**

• Ph.D. or equivalent in one or more of the following areas: Environmental Science, Natural Resources Management, Social Science, Policy and Institutions, Engineering, Development and Socio-economics;
• outstanding leadership, management, organisational, communication, interpersonal, cross-cultural and networking ability and skills;
• a minimum of 5 years experience in senior management of an international environment and development-related organization, and in the development of organisation management systems such as institutional arrangements, financial systems, information technology strategies and systems and human resource management systems;
• substantial knowledge of Asian regional and global environmental and sustainable development issues and significant work experience in South-East and/or South Asia;
• profound understanding of the development needs, aspirations and vision of Asian countries, experience in the Greater Mekong Sub-Region and familiarity with regional development issues would be an advantage;
• accomplished in dealing with the governments and institutions in Asia and in networking with development partners and a wide range of other stakeholders;
• a minimum of 15 years of experience with research programme management; with a demonstrated record of accomplishments in research development and project implementation in related fields, including a strong record of publications;
• a demonstrated record for securing external funding for research programmes; and
• fluency in all aspects of the English language. Knowledge of Asian languages is an advantage.

5. **PERFORMANCE EVALUATION**

The contract period is three years which may be extended to another term, based on performance and productivity. The probation period is six months. On an annual basis the Centre Director shall undergo a performance evaluation by the Executive Director.

6. **CONDITIONS AND BENEFITS**

The Centre Director will be contracted through SEI Stockholm and seconded to the Asia Centre.

A competitive salary commensurate with qualifications will be offered to the successful candidate as well as additional benefits to cover supplementary costs incurred as a result of a posting in Bangkok.

7. **APPLICATION**

Interested candidates should submit:
• a letter of application highlighting relevant qualifications in regard to each of the selection criteria,
• curriculum vitae with the names and addresses of three referees,
• copies of three selected publications, and
• one-page professional statement describing goals and aspirations to:

Please send electronic submissions only to: karin.schele@sei.se.

For more information please contact Karin Schéle, Human Resource Manager, telephone +46 8 674 7176.