

# ASIA PROGRAM MANAGER

| Job Description   |   |
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| <b>KEY INFORMATION</b>  |   |
| <b>Job Title</b>  | Asia Program Manager  |
| <b>Reports to</b>   | International Program Director  |
| <b>Regional Team</b>  | Asia Program Portfolio<br>This position is part of the AOP International Program team, and works collaboratively with other departments within AOP and its Representative Office in Vietnam, as required. |
| <b>Work Location</b>  | AOP Representative Office in Vietnam, No 30, Lane 12, Dang Thai Mai, Tay Ho, Hanoi, with frequent travels to Asian countries.   |
| <b>Hours</b>  | 37.5 hours per week   |
| <b>Employment Basis</b>   | 12-month contract   |
| <b>Salary Range</b>   | To be negotiated  |
| <b>Date Issued</b>  | October 2019  |
| <p><b>About Action on Poverty (AOP)</b></p> <p>Action on Poverty (AOP) is a secular, not-for-profit non-government organisation (NGO), founded in Australia in 1968 and incorporated in the state of NSW in 1983. AOP supports Programs in Africa, the South Pacific, Southeast Asia and South Asia. Working in partnership with others is a key feature of our work. We focus on strengthening and empowering local NGOs civil society groups in developing countries so that they can better meet their own aspirations.</p> <p>AOP holds full accreditation with the Australian Government and is a signatory to the Australian Council for International Development (ACFID) Code of Conduct, which requires high standards of corporate governance, public accountability and financial management to be in place.</p> <p><b>AOP's guiding strategic direction document for 2017 – 2020 outlines four key overarching objectives which are to:</b></p> <ul style="list-style-type: none"> <li>▪ <i>Support local organisations to undertake innovative and quality programs, which build inclusive, sustainable communities that are better able to tackle poverty and justice</i></li> <li>▪ <i>Forge partnerships that add value to our work and contribute to reducing extreme poverty</i></li> <li>▪ <i>Inspire Australians to take action on reducing poverty through informed conversations about what their individual roles could be to address this complex challenge</i></li> <li>▪ <i>Progressively strengthen Action on Poverty as an organisation so we can contribute to deliver effective development programs and achieve our strategic goals</i></li> </ul> <p>At present, AOP has funded programs in Bangladesh, Cambodia and Vietnam. These programs are largely funded by contributions made from the Australian public and from the Department of Foreign Affairs and Trade (DFAT) through the Australian NGO Cooperation Program (ANCP).</p> |   |
| <p><b>Our Vision</b></p> <p>For all people to transcend the injustice, indignity and inequality of entrenched poverty.</p>  |   |
| <p><b>Our Mission</b></p> <p>To empower local changemakers to break the cycle of poverty in their communities.</p>  |   |

## Primary Purpose of the Role

The purpose of the Asia Program Manager role is to provide overall support, direction, management, and coordination of the AOP South East Asia Program Portfolio, in collaboration with the Sydney-based International Program Director and the Vietnam Country Director, with inputs from other regional program staff from in-country partner organisations and departments.

The Asia Program Manager is responsible for the overall coordination and management of the relevant component AOP's ANCP Program, in collaboration with partners in Asia.

This position is a key part of AOP's International Program Team. The role has some representational responsibilities, and works closely with other staff so the agency can meet its strategic directions that have been defined in the AOP's guiding strategic direction document for 2017 – 2020.

## Dimensions

This position is responsible for leading the development and implementation of the AOP Asia Program Portfolio strategic directions, and for developing and applying processes which maintain the overall quality of AOP's program work in Asia.

| KEY RESULT AREAS   | KEY ACCOUNTABILITIES  |
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| <b>1. Effective management of the Asia Program Portfolio (50%)</b> | <ul style="list-style-type: none"><li>• Manage the Asia Program Portfolio;</li><li>• Provide program guidance and support to Vietnam Office and other partner organisations in Asia, including capacity building and institutional strengthening;</li><li>• Work with Asia partners to identify, design, implement, monitor and evaluate programs and projects;</li><li>• Manage the project management cycle for AOP activities, including: oversight project administration and ensuring contractual commitments are met;</li><li>• Develop and manage project budgets, project financial progress and coordinate project financial reporting;</li><li>• Address any arising issues promptly, collaboratively and transparently;</li><li>• Coordinate with and support Asia partners to produce high quality, accurate and on-time project reports and other inputs as required;</li><li>• Maintain project files in line with AOP's standards;</li><li>• Assist program partners in understanding and complying with AOP processes and systems;</li><li>• Undertake monitoring visits to Asia projects/partners within the Asia Program Portfolio;</li><li>• Make recommendations to the International Program Director and Senior Management on strategy and allocations of human and financial resources related to the Asia Program;</li><li>• Act as a Gender Advisor and focal point, provide technical consultancy to gender mainstreaming and women empowerment efforts in Vietnam and across the Asia Program Portfolio;</li><li>• Participate in networking and information sharing activities relating to Vietnam and Asia;</li><li>• Support the continuous improvement of the Asia Program Portfolio by participating in capacity building activities and relevant learning initiatives as required.</li></ul> |
| <b>2. Revenue Development and Resource Mobilisation (25%)</b>      | <ul style="list-style-type: none"><li>• Lead the design and implementation of regional resource mobilisation strategies intended to strengthen income and partnerships to deliver the regional strategy;</li></ul>  |

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|   | <ul style="list-style-type: none"> <li>• Identify and review new funding opportunities and contribute to the development of sustainable fundraising strategies for AOP's work, particularly in Asia;</li> <li>• Grants and key donors acquisition;</li> <li>• Contribute to the development of proposals in response to program and project opportunities.</li> </ul>   |
| <b>3. Communication and Engagement (10%)</b>                | <ul style="list-style-type: none"> <li>• Provide input into the development of the AOP Annual Report;</li> <li>• Assist in maintaining/updating the Asia components of AOP website and social media spaces;</li> <li>• Support the International Program Director in maintaining and developing key relationships with stakeholders such as Australian DFAT, other NGOs, partners and donors;</li> <li>• Work with AOP Communications, Marketing and Fundraising Manager and other Communications and Community Engagement staff to organise Asia Program focused events in Australia, and scope out potential new partners under the Action on Poverty Partnership Program;</li> <li>• Support the Asia Program Portfolio to recruit volunteers and interns when required (including drafting job descriptions, advertising vacancies, organising interviews and training on AOP procedures and systems).</li> </ul>   |
| <b>4. Strategy, Policy and System Development (15%)</b>     | <ul style="list-style-type: none"> <li>• Lead the Asia Program Portfolio strategy development and implementation, in collaboration with the International Program Director and Vietnam Country Director with inputs from other regional teams and departments;</li> <li>• Identify key areas of opportunity (sector, geographic and potential donors) and resource development;</li> <li>• Participate in the development of AOP Development Effectiveness System, particularly in the development of DMEL (Design, Monitoring, Evaluation and Learning) systems and practices;</li> <li>• Support organisational policy development as required;</li> <li>• Participate in strategic planning meetings;</li> <li>• Participate in staff meetings;</li> <li>• Represent AOP, when approved, at professional forums, meetings, and conferences;</li> <li>• Comply with AOP systems, procedures and operating philosophy as outlined in the AOP Operations Manual.</li> </ul> |
| <b>Organisational accountabilities and responsibilities</b> |   |
| Accountabilities  | <ul style="list-style-type: none"> <li>✓ Complete tasks on time and in accordance with mutually agreed work plans and expectations;</li> <li>✓ Develop career goals and initiate career conversations with manager;</li> <li>✓ Undertake relevant training as required and agreed with manager.</li> </ul>  |
| OH & S and Compliance                                       | <ul style="list-style-type: none"> <li>✓ Be pro-active in caring for the health and safety of all people within our work environment;</li> <li>✓ Demonstrate initiative in implementing actions that facilitate the continuous improvement of OH &amp; S within AOP;</li> <li>✓ Ensure that you operate in line with all AOP policies and procedures.</li> </ul>  |

| <b>KEY SELECTION CRITERIA</b> |  |
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| <b>Essential</b>              | <ol style="list-style-type: none"> <li>1. Relevant tertiary qualifications in social science, international development, development studies, community development, or a related field;</li> <li>2. Minimum 5 years of work experience in the development sector with similar role(s);</li> <li>3. Experience in developing strategies that enhance program quality, and demonstrated experience in program and financial management, including budget preparation, monitoring and evaluation, learning and report writing;</li> <li>4. Outstanding program/project design and program cycle management and coordination skills;</li> <li>5. Demonstrated experience in managing priorities and working in a donor-funded environment, preparing donor reports and grant applications to deadlines;</li> <li>6. Demonstrated experience working with gender mainstreaming and women empowerment projects;</li> <li>7. Well-developed written and verbal communication skills in English;</li> <li>8. Demonstrated ability to work in diverse circumstances in a culturally appropriate manner;</li> <li>9. Ability to travel within Asia/interstate as required.</li> </ol> |
| <b>Desirable</b>              | <ol style="list-style-type: none"> <li>1. Master's Degree in relevant discipline will be highly regarded;</li> <li>2. Experience working with institutional donors, particularly DFAT;</li> <li>3. Demonstrable knowledge of international development issues, the Australian NGO context, DFAT policy and the ACFID Code of Conduct;</li> <li>4. Experience working in a technical sector (i.e. health, economic empowerment, education, water and sanitation, or social accountability and governance) will be highly regarded;</li> <li>5. Experience working in Asia, Vietnam and Cambodia in particular.</li> </ol>   |

### **Equal Opportunity**

AOP is an equal opportunity employer. All employees, volunteers and interns are required to comply with AOP Policies. In line with AOP's Child Protection Policy, the successful candidate will be required to provide referee details and undertake a police check.