

act:onaid Job Description and Person Specification

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| Job Title: | Executive Coordinator, Directorate of Humanitarian Response and Asia Region | | |
| Job Family: | Executive Support | | |
| Directorate: | Humanitarian Response and Asia Region | Unit/Team: | Asia Regional team |
| Grade and Salary: | Grade D | Contract Type: | Permanent |
| Location: | Nepal ,Vietnam, Thailand , Jordan | Budget Holder: | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Reports to: (incl matrix reporting) | Director of Humanitarian Response/Asia | | |
| Direct Reports: | N/A | | |
| Matrix Reports: | Secretary General Liaison Lead | | |
| DBS (CRB) / Police Check: | Yes <input type="radio"/> No <input checked="" type="radio"/> | | |
| Role Overview: | <p>This role is responsible for providing complex first class operational support across the full range of the Asia/ Humanitarian Director's responsibilities. The role also provides g administrative support to Secretary General's Directorate, International Board, Governance Board, Development Committee, The role works in collaboration with executive coordinators from other directorates to ensure synergies and collaborations of joint projects/ activities cross directorates when required.</p> | | |
| Areas of Responsibilities | Key Activities | | |
| Executive Support to the Director | <ul style="list-style-type: none"> Facilitate and enable a timely, efficient and effective delivery of the collective and objectives of functions/ team within the Directorate Maintain and coordinate Director's calendar and event and ensure that the calendar are updated and followed up. Arrange and coordinate meetings of the directorate in charge, identify action Items from meeting minutes and agendas and monitor the progress of Action Items allocated to respective Heads and ensure that that these meetings are aligned with expected outcomes and expectations Assists the Asia/Humanitarian Response Director to ensure that staff in the Directorate are | | |

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| | <p>constantly updated with relevant information and events concerning the Federation and the GS</p> <ul style="list-style-type: none"> • Assist the Director to deal with all matters brought to her/ him in a confidential and timely manner as required |
| <p>2. Project Management and team support</p> | <ul style="list-style-type: none"> • Provide support in coordinating Directorate planning and reporting's per the planning and reporting cycle and timelines, including specific role in monitoring and reviewing Directorate budgets in liaison with assigned Management Accountant. • Arrange national and international travel, venues, and accommodation. • Coordinate/ arrange training and inductions for new team members of the Directorate. • Project management of all workshops, meetings, webinars, and virtual calls for all the Asia teams, including budget management. • Provide administrative support to the SG's Directorate and support SG Office's Liaison Lead with processessing of invoices and logistic support for key meetings sitting within this office. • Provide support to International Board Governance and Board Development committee including setting up meeting, minuting and working with governance lead to ensure agendas are well aligned with International Board and other committees. • Monitor key actions coming from the International Leadership Team, the Global Leadership Team and the International Board and ensure they are communicated down to relevant members of the directorate and completion or updates on actions reported back up where appropriate. • Providing adhoc support to othe executive coordinators as and when required as part of a network of support within the GS. Play an active role in collaboration and coordination with other executive coordinators and SG Office's Liaison Lead in created a stronger, more collaborative and coordinated GS. |

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| 3. Procurement and Financial Management Support | <ul style="list-style-type: none"> • Process procurement requests through AAI's systems, including identifying and comparing suppliers, with some commercial negotiation (but not final decision-making) for both Asia/Humanitarian and SG's office Directorate. • Review management accounts for Asia/ Humanitarian Director and work with finance to ensure the correct costs are posted to this cost-centre. • Assist with processing of payments to suppliers – including obtaining relevant authorization and coding of vouchers etc for both Asia/Humanitarian and SG's office Directorate. • Follow up on supplier queries. • Ensure budget-holder and Director sign off in line with AAI's procurement policy. • Records management, including filing all finance records. |
| System, Policies and Procedures and Product Management | <ul style="list-style-type: none"> • Maintains system to review Directorates own progress against internally agreed / externally communicated milestones and project plans. |
| Issue Resolutions, Crisis/Risk Management | <ul style="list-style-type: none"> • Identifies areas of improvement and implements systems that enable operational and administrative solutions within the Asia/ Humanitarian Directorate and the wider GS that brings greater efficiency |
| Communications, Influencing and Coordination | <ul style="list-style-type: none"> • Supports and facilitates internal communications within the directorateDirectorate across the GS directorate and between the Directorate and countries. This will include developing and monitoring any cluster/ directorate specific Sharepoints and MS Team spaces or any other identified and agreed platforms • Keeps abreast of important and Directorate relevant updates and ensures that the information is cascaded to the Directorate |

| PERSON SPECIFICATIONS | |
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| Education and Qualifications | <ul style="list-style-type: none"> • University graduate degree in communications, social study or other relevant discipline |
| Essential Experience | <ul style="list-style-type: none"> • 3-4 years experience working in similar role • Experience as a a self-starter with the ability to work independently |

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| | <ul style="list-style-type: none"> • Excellent project management and administrative/office experience where initiative, problem-solving, liaising and diplomacy are required. • Experience of financial administration, including budget monitoring within an international agency • Good experience of supporting Directors / Senior leaders / Board. • Experience in company secretarial tasks |
| Essential Knowledge | <ul style="list-style-type: none"> • Adept at technology, familiar with standard Microsoft platforms and with social media and internet-based work-sharing and virtual seminar platforms, knowledge of Microsoft Teams and SharePoint is an advantage • An understanding of INGO sector and program with organisations similar to AAI and understanding of Board and Board Committee Governance is an advantage |
| Essential skills | <ul style="list-style-type: none"> • Strong sense of focus on results, driving tasks and projects to completion • Excellent organisation skills and outstanding attention to detail. • Excellent communications and interpersonal skills and ability to build good working relationships with multi-cultural teams spanning multiple geographies. • High capacity for work output in order to meet tight deadlines and multiple priorities. • Ability to sets clear priorities, objectives and work allocations, tracking progress against plans and taking appropriate action to ensure targets are met • A business focus: the ability to identify areas of weakness, o to propose changes, the interpersonal skills and knowledge to be able to facilitate the changes. • Virtual working skills |
| Language requirements | <ul style="list-style-type: none"> • Excellent verbal and written communication skills in English, ability to inform and engage through written communication • Other languages, especially spoken in within Asia will be advantageous |

| People Management Responsibility | | |
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| Approximate number of people managed in total | | 0 |
| Team members | This is an individual contributor role, no direct responsibility for leading others. | |

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This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to ActionAid International culture and comply with organisation's values and practice, which are:

- Leading Innovation and Change Establish a culture of excellence in respective team that values experimentation and continuous improvement
- Feminist Leadership: Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)
- AAI Values Practice: Ensure personal and team culture that demonstrates all of AAI values including Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility

Prepared by: Signature Date:

Reviewed by: Signature Date:

Received by: Signature Date: