

## Job Description

## Job code:

<b>Job Title:</b>	<b>PROJECT DIRECTOR</b>		
<b>Directorate:</b>	EC5 and TIF	<b>Job Family:</b>	Programme management
<b>Reports to</b>	Executive Director	<b>Grade:</b>	GEN-06
<b>Location:</b>	Head office with travels to the field and internationally as required		
<b>Direct Reports:</b>	<ul style="list-style-type: none"> <li>- Project Operations Coordinator</li> <li>- Project Coordination Manager</li> </ul>		
<b>Role Overview</b>			
<p>The project "Building one ASEAN of Sustainability and Solidarity with a Partnership between Youth, CSOs and the Member States (A-SASSY)" is co-funded by the European Union (EU), Bread for the World (BfdW), and ActionAid. The project 'Transformative Impact Fund (TIF)' is funded by ActionAid International under its Transformative Impact Fund mechanism. A-SASSY and TIF projects complement each other, aiming to enhance the EU-ASEAN partnership and reduce negative environmental impacts in key areas of the European Green Deal.</p> <p>The Project Director (PD) provides overall vision and leadership for Program Priorities defined under Country Strategy Paper 7 (2023-2028). The PD provides managerial and technical leadership and direct the A-SASSY and TIF projects' core team of staff and partners responsible for planning, coordination, design, and delivery of all projects' activities. The PD reports and represents the project to Country Leadership Team, project steering committee, manages the consortium, and represents the project to government stakeholders, donors, and other partners in the implementation countries of Vietnam, Cambodia, Indonesia and Philippines.</p> <p>Strong adaptable managerial abilities, multidisciplinary competence, experience managing EU-funded multi-country programs, local and regional knowledge, and network will all be demonstrated in this position. The PD will work closely with a wide variety of local, ASEAN and European stakeholders. The PD will apply the Human Rights-Based Approach (HRBA) with a comprehensive set of participatory and gender mainstreaming tools and methods in the design and implementation of digital environmental education programs for ASEAN youth (Output 1), youth-led initiatives and actions (Output 2), and youth mobilization and advocacy (Output 3). It is crucial to place a strong emphasis on efficient and successful implementation that produces measurable impact in line with desired outcomes.</p>			
<b>Role Accountabilities</b>			
<b>Key Accountabilities/ Responsibilities:</b>	<b>Activities</b>		
<b>[1] Project management</b>	<ol style="list-style-type: none"> <li>1.1 Lead technical direction and strategy development for implementation of the project and ensure an integrated vision across components</li> <li>1.2 Lead the development and implementation of annual technical work plans and oversee the performance of the projects in line with set targets across countries and organizations</li> <li>1.3 Identify issues and risks related to program implementation in a timely manner and suggest appropriate program adjustments and escalate appropriately.</li> </ol>		

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	<p>1.4 Manage all administrative functions and activities in line with the projects' scope of work and approved annual work plans, ensure budget is spent according to plans and MEL approaches are embedded in programme delivery</p>
<p><b>[2] Organisational Development and Representation</b></p>	<p>2.1 Track trends in contemporary development programming and program management practices, document and provide advice/recommendations on key developments to CLT</p> <p>2.2 Maintain an effective working relationship internally and externally to ensure that there is effective coordination of all activities in support of organisation objectives</p> <p>2.3 Develop and refine programmatic approach and operations around to assist communities in enhancing their preparedness, response, and recovery actions</p> <p>2.4 Represent organization to provide and coordinate country level input and participation in the international program processes, strategies, and plans</p> <p>2.5 Represent organization to attend various program-related networks and alliance meetings, knowledge sharing and learning forums, document and share feedback with the team</p>
<p><b>[3] Governance and Board Relations</b></p>	<p>3.1 Work with the Internal and External Audit teams, and relevant departments to coordinate in conducting audits of the and proposing management recommendations to the Executive Director and CLT</p> <p>3.2 Participate in the induction of Board members in their Program Management role or being invited to the Board meetings on related issues</p> <p>3.3 Provide periodic input and advice to the Executive Director for reporting at board meetings when requested by the Executive Director</p>
<p><b>[4] Country Strategy Program (CSP7)</b></p>	<p>4.1 Contribute to ensuring the effective implementation of activities in accordance with the CSP7</p> <p>4.2 Support M&amp;E team to develop and refine the M&amp;E of CSP7's progress, outputs, outcomes, and impact</p>
<p><b>[5] Resources mobilisation</b></p>	<p>5.1 Provide inputs to the design and implementation of resource mobilisation plans to ensure a sustained and diversified funding base for the organisation.</p> <p>5.2 Identify program funding gaps and new funding opportunities, and develop concept notes and proposals</p> <p>5.3 Enhance donor relationship through donor visits, reporting, networking, and other purposive engagements</p>
<p><b>[6] Policy Research, Advocacy, and Communication</b></p>	<p>6.1 Identify areas for research and advocacy work aimed at policy influencing, policy input and initiatives and policy measures on poverty issues.</p> <p>6.2 Maintain at least 12 news/stories per months for websites and social media channels</p> <p>6.3 Lead the preparation and releases of position statement, policy briefs, research reports, and other essential publications</p>
<p><b>[7] Partnerships management and Networking</b></p>	<p>7.1 Contribute to developing, implementing, and monitoring partnership strategy and plans</p>

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	<p>7.2 Participate in identifying and initiating strategic networks, alliances and partnership with government agencies, local right programs, and academic and research institutions, etc.</p> <p>7.3 Contribute to progressively positioning of the organization in networks and coalitions through purposive engagement with CSOs, media, academia, and authorities at national, regional, and local levels</p>
<p><b>[8]</b> <b>People &amp; Performance Management</b></p>	<p>8.1 Ensure an enabling environment for supervised staff performance, make recommendations to the Executive Director for staff recognition and reward to encourage staff productivity, innovation, and performance (e.g., facilities, equipment, duty facilitation, team building etc.)</p> <p>8.2 Direct and supervise the function of the project team to ensure that they are appropriately motivated and trained and that they carry out their responsibilities to the required standards</p> <p>8.3 Assign performance objectives and conduct comprehensive performance appraisal of supervised staff and provide/obtain feedback when necessary</p> <p>8.4 Work with HR Function to identify training needs and recommend relevant training for project team and other departments</p> <p>8.5 Provide induction, training, coaching, mentoring and advice to for project staff to ensure that they understand and carry out their responsibilities effectively</p>
<p><b>[9]</b> <b>System, Policies and Procedures Management</b></p>	<p>9.1 Develop, review, and apply specific framework, tools, templates, and other technical materials to contextualize and adapt global and country-specific intervention.</p> <p>9.2 Participate in the review and update of policies and procedures at country level and advise the CLT on the potential implications of the new systems, policies, and procedures.</p> <p>9.3 Timely report risks for staff safety and security to Security Focal Person or Executive Director</p>
<b>Typical People Management Responsibility</b>	
Approximate number of people managed in total	2
Matrix Manager – (projects/dotted line)	<p>Project coordinator, manager</p> <p>Communication Team</p> <p>Finance Team</p> <p>HR Team</p>
Team Leader	Yes
Team Leaders/Managers	Executive Director
<b>What is the global remit? Operates in:</b>	
Own country	Yes
<b>Role Dimensions</b>	
Financial (limits/mandates)	All budgets under both from core funding and project funding when assigned as Budget Holder

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Project budget	Yes
Organisation-wide budget	Yes
Key Relationships to reach solutions	
<i>Internal</i>	<i>External</i>
Project steering committee, project management team, country implementation teams, SET, CLT	<ul style="list-style-type: none"> <li>• Governments and project partners at local, national and ASEAN level.</li> <li>• Donors, NGOs/INGOs, media, academia</li> </ul>
Person Specification	
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>• Master’s degree in social science, development studies, community development, or a related field</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 10 years of experience implementing and managing complex, large-scale, EU-funded projects.</li> <li>• Experience in managing projects across national boundaries both from a technical and managerial perspective.</li> <li>• Experience in managing projects and programs on empowering and building capacity of youth to become proactive agents of change in climate action, environmental protection and DRR</li> </ul>
<b>Essential knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Extensive understanding of development partnerships, donor strategies, functions, relevant regional intergovernmental processes, governmental and international relations.</li> <li>• Excellent written and oral skills communication and fluency in English.</li> <li>• Demonstrated effectiveness leading and managing teams able to adapt to dynamic operating conditions to achieve project results.</li> <li>• Feminist leadership</li> <li>• Project management, advocacy, M&amp;E, reporting, networking</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>• Anti-sexual harassment</li> <li>• Child Safeguarding policy</li> <li>• Sexual harassment, exploitation and abuse policy</li> <li>• Anti modern slavery policy</li> </ul>

This job description covers the main task and conveys the spirit of the sort of tasks that are anticipate proactively from staff. Other tasks may be assigned as necessary according to organizational needs

It includes responsibility to contribute to the organizations’ mission and values, including Mutual respect, Equity and Justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility and AAV PROFILE (Accountability, Adaptation, Value, Partnership, Respect, Obtain to innovation, Fairness and Justice, Integrity, Leadership without authority, Expert).

Prepared by  
HR Department

Date:

Approved by  
Executive Director

Date:



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Accepted by  
Name of Staff

Date: