



Action Education is looking for a Regional Operations Director Asia (permanent contract)

For over 40 years, Action Education (formerly Aide et Action), Education' Development International Association – (ACTEI), has been ensuring access to quality education for the most vulnerable and marginalised populations, particularly children, girls and women, so that they can all control their own development and contribute to a more peaceful and sustainable world.

Because access to quality education makes it possible to combat poverty and disease, limit climate change and build peace in a sustainable world, we promote lifelong learning. We therefore pay particular attention to early childhood education and care, access to and quality of education at primary and secondary levels, as well as vocational training and social inclusion.

By basing our work on the values of dignity, inclusion and integrity, as well as on the principles of transparency, accountability and solidarity, and thanks to the support of our 51,500 donors, we are currently running over 80 projects in 16 countries (in Africa, Asia and Europe) for almost 1.5 million children, young people and adults.

Against this backdrop of exciting prospects, the renewal of its 2025 - 2029 strategic plan and a moving organizational model, Action Education is recruiting its future Regional Director of Operations for Asia.

Missions

Reporting to the International Director of Programs and Technical Resources, the Regional Operations Director Asia contributes to the implementation of Action Education's mandate and strategy in his/her area of responsibility. He/she is responsible for optimizing the quality and impact of activities in the countries under his/her authority.

As of today, these countries are Lao, Vietnam, Cambodia and India with 2 countries phasing out by end of 2024 (Sri Lanka and Nepal)

More specifically, the Regional Operations Director is responsible for:

- i - Oversee the development and implementation of countries' strategies for his/her geographical area, in line with global orientation
- ii - Ensure the dissemination and implementation of the organization's policies and procedures
- iii - Oversee the mobilization of resources and means enabling the organization's mandate to be implemented as per the expected quality standards.
- iv - Ensure accountability and compliance in terms of quality and adherence to the rules of sound budget management
- v - Ensure inspiring management, combining support, control, delegation and participation
- vi - Represent the organization in relevant regional bodies

Main responsibilities

RESPONSIBILITY 1: MANAGEMENT

- Leading Manager: embodies ACTEI's values on a day-to-day basis, and is a role model.
- Ensures compliance with the company's code of conduct and policies, as well as the expected mindset and behavior.

- Contributes to the development of his/her colleagues, by creating the conditions for their commitment, professionalization and attachment to ACTEI
- Understands the strategy, makes it explicit, translates it into operational objectives for his team, and leads the necessary changes. Encourages exchanges of practice between countries and with regional teams. Encourages innovation and risk-taking.
- Steer the teams: organizes the operational management of his/her team, structures work around identified processes, monitors performance, and facilitates problem-solving.
- Specifically manages and supports Country directors within their scope of responsibility, ensures their empowerment and maintains appropriate principles of accountability and subsidiarity through reporting mechanisms.

RESPONSIBILITY 2: STRATEGY and STEERING

- Supports country Directors in the deployment of ACTEI's strategy, frameworks and procedures in their country
- Working closely with country director and the international programs team, he/she pilots the country and regional monitoring system
- Promotes and validates country operational guidelines in line with strategic commitments and changing contexts.
- Guides and supports the regional program coordinator to setup strategy and project/program monitoring and evaluation mechanisms
- Alert to emerging humanitarian needs

RESPONSIBILITY 3: OPERATIONAL AND BUDGETARY QUALITY AND ACCOUNTABILITY

- Ensures that financial control and monitoring of operations are effective in the countries: consolidation, control and reporting of operational and organizational elements within the country (management charts, corrective measures, consumption of dedicated funds and Unrestricted resources).
- With the support of the program coordinator, he/she ensures that technical quality standards are applied to program projects, and monitors the implementation of recommendations arising from evaluations and donor audits. To this end, he/she takes part in regular project/program reviews in line with current MEAL policy.
- Ensures that partnership relations are respected
- Ensures that safety plans are updated and monitored

RESPONSIBILITY 4: MOBILIZING RESOURCES AND MEANS

- In liaison with the Institutional Funding (IF) Manager, keep constant watch of donors' strategies and supports country directors to being proactive in identifying funding opportunities
- Develop regular contacts with regional and continental donors and keep the IF Manager informed on a regular basis.
- Develop strategic partnerships with relevant humanitarian and development players
- For multi-country opportunities, ensures and supports the development of proposals with regional teams

RESPONSIBILITY 5: LEGAL REPRESENTATION and INFLUENCE

The Regional Operations Director is the legal representative of the entire organization, both internally and externally, within his/her geographical area. He/she makes ACTEI's actions visible in the region, ensuring a high-level reputation and a positive image.

This includes :

- Supporting Country directors in their lobbying activities
- Representation vis-à-vis international organizations and coordination systems and mechanisms within his/her geographical area of responsibility.

Influence and leadership

- Develops ACTEI's external influence (forums, operational and strategic alliances, etc.) and the organization's external representation (events, media) within its geographical scope
- Relays global advocacy messages to all relevant external parties
- Contributes to the design, promotion and evolution of ACTEI's global strategy and policies, and participates actively in the organization's cross-functional projects, in particular those of the International Programs Department.

Your profile

- 5 year degree in Social or political Sciences, Management, Economics, or equivalent
- At least 10 years' proven experience in development programs/projects, including at least 5 in South East Asia, more specifically in AE countries of intervention
- At least 5 years of proven experience in team management and HR strategy definition in the frame of a global organizational evolution

- Good communicator (oral and written)
- Leadership and ability to influence
- Good knowledge of Asia context and main development stakes: geopolitical situation, intercultural context, donor operations, etc.
- Ability to take initiative and adapt to changing situations
- Computer skills
- Fluency in English
- Organizational and planning skills
- Desirable additional skill - Bi-lingual: English and French languages

Conditions

Duration: Open-ended contract

Start date: From Mid-October 2024

Location: Position based in Laos, Vietnam or Cambodia

Would you like to join us?

Then send us your covering letter and CV, specifying your salary expectations, to:

welcome@action-education.org and quoting reference **DPRT-042024**

Action Education applies a non-discriminatory and inclusive recruitment policy

Only those selected for an interview will receive a reply. Thank you for your understanding