



**Action Education is looking for a Regional Program Coordinator for Asia  
(permanent contract)**

For over 40 years, Action Education (formerly Aide et Action), Education Development International Association, 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 Program Coordinator for Asia.**

### **Missions**

Reporting to the International Director of Programs and Technical Resources (IPTRD), the Regional Program Coordinator Asia contributes to the implementation of Action Education's mandate and strategy in his/her area of responsibility. He/she contributes to optimizing the quality and impact of activities in the countries by supporting countries and endorsing Action Education International (ACTEI) global orientations.

As of today, these countries are Lao, Vietnam, Cambodia and India while the Nepal and Sri Lanka missions phasing out by the end of 2024.

More specifically, the Regional Program Coordinator is responsible for:

- i – Monitoring and supporting the smooth implementation of the MEAL Policy within countries
- ii - Ensuring the dissemination and implementation of the organization's policies and procedures
- iii – Supporting the mobilization of resources and means enabling the organization's mandate to be implemented as per the expected quality standards.
- iv – Identifying and contributing to regional network dynamics (I/NGOs, donors...)

### **Main responsibilities**

#### **RESPONSIBILITY 1: TO MONITOR AND SUPPORT THE SMOOTH IMPLEMENTATION OF THE MEAL POLICY WITHIN COUNTRIES**

- To provide all necessary documents related to the MEAL Policy to the countries along with guidance
- To provide technical support on the implementation and monitoring of the MEAL Policy to the countries through training, coaching, ...

- To monitor the smooth implementation of the policy and the respect of the system: tools, deadlines, mechanisms, ...
- To keep the management informed of these monitoring results and any encountered difficulties as regards to the countries' compliance
- To maintain a watch on MEAL innovation and new approaches and contribute to the constant improvement of our internal system
- To attend to the countries' project reviews and represent the IPTRD

#### **RESPONSIBILITY 2: TO ENSURE THE DISSEMINATION AND IMPLEMENTATION OF THE ORGANIZATIONS POLICIES AND PROCEDURES**

- To support countries in the deployment of ACTEI's frameworks and procedures in their country through training, webinars, field visits,
- To liaise constantly with relevant international departments to keep the relation and link between countries and institutional procedures and framework
- To contribute actively to adapt the procedures and framework to the context and innovation
- To ensure directly the rollout of some procedures related to program quality such as Gender policy and PSEA
- To monitor the level of implementation of the policies and procedures and flag the delays or difficulties faced by the countries

#### **RESPONSIBILITY 3: PROGRAMMATIC AND TECHNICAL SUPPORT**

- Contribute to mobilising the relevant technical resources in the region aiming at supporting the project teams
- Identify relevant networks or organizations to partner with that complement ACTEI mandate and field of intervention
- Coordinate transnational projects with direct line management of regional project managers, and monitor the implementation of the regional project portfolio
- Support the definition and monitoring of the project action plan
- Ensures that partnership relations are respected and aligned with ACTEI partnership approach

#### **RESPONSIBILITY 4: TO SUPPORT THE MOBILIZATION OF RESOURCES AND MEANS**

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

#### **Your profile**

- 5-year degree in Social or political Sciences, Management, Economics, or equivalent
- At least 7 years' proven experience in development programs/projects' management and coordination, including at least 5 in South East Asia, more specifically in Action Education countries of intervention
- at least 4 proven experience in fundraising, proposal development
- Proven experience with MEAL systems
- Good communicator (oral and written)
- Leadership and ability to influence
- Good knowledge of Asia context and main development stakes: geopolitical situation, intercultural context, donor landscape, etc.
- Computer skills
- Fluency in English and proficient in French
- Organizational and planning skills

#### **Conditions**

**Duration:** Open-ended contract

**Start date:** From December 2024

**Location:** Position based in Laos, Vietnam or Cambodia

#### **Would you like to join us?**

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

**welcome@action-education.org** and quoting reference **DPRT-062024**

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

## JOB DESCRIPTION

**POSITION:** Regional program Coordinator Asia

**Department: International Direction of Programs and Technical Resources**

## MISSION and RESPONSIBILITIES

Reporting to the International Director of Programs and Technical Resources, the Regional Program Coordinator Asia contributes to the implementation of Action Education's mandate and strategy in his/her area of responsibility. He/she contributes to optimizing the quality and impact of activities in the countries by supporting countries and endorsing ACTEI global orientations. As of today, these countries are Lao, Vietnam, Cambodia and India with 2 countries phasing out by the end of 2024 (Sri Lanka and Nepal)

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## Functional management relations

- Regional Finance Coordinator
- International Programs team
- Program Coordinator / Managers or Deputy PD in countries
- Business Development Managers / Coordinator if any

## MAIN TASKS

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## **KEYS COMPETENCIES**

### **Master :**

- Humanitarian and development ecosystem, specifically in the Education sector: stakeholders, issues, geopolitics...
- Institutional funding mechanisms
- MEAL mechanisms
- The specific issues related to the education system and the global orientations of formal and informal education
- Operational partnerships with national, regional and international players
- The project cycle from proposal design to monitoring and evaluation
- Techniques for planning, coordinating, supervising and controlling national and transnational project activities and teams,

### **Be able to :**

- Analyze the regional context
- Develop and maintain partnership relations
- Facilitate the pooling of players' skills and competencies
- Work under pressure
- Work in a multicultural environment

## **EDUCATION and CAPACITIES**

- 5 years degree in Social or political Sciences, Management, Economics, or equivalent

- At least 6 years of proven experience in programs/projects management and/or coordination and/or MEAL Coordinator position and/or head of Program position, including at least 5 in South East Asia, more specifically in AE countries of intervention
- Excellent writing skills in English
  - at least 4 proven experience in fundraising, proposal development
  - Proven experience with MEAL systems
  - Good communicator (oral and written)
  - Leadership and ability to influence
  - Good knowledge of the Asia context and Education sector
- Ability to take initiative and adapt to changing situations
- Computer skills
- Fluency in French
- Organizational and planning skills

### Location

The position can be based in Laos, Vietnam or Cambodia. The position covers these 3 countries and India.