



ASIA PROGRAM MANAGER

Job Description	
KEY INFORMATION	
Job Title	Asia Program Manager
Reports to	International Program Director
Regional Team	Asia Program Portfolio This position is part of the AOP International Program team, and works collaboratively with other departments within AOP and AFAP Representative Office in Vietnam, as required.
Work Location	AFAP Representative Office in Vietnam, No 30, Lane 12, Dang Thai Mai, Tay Ho, Hanoi with frequent travels to Asian countries.
Hours	38 hours per week
Employment Basis	Full time fixed term contract
Date Issued	June 2017
<p>About Action on Poverty (AOP)</p> <p>Established in 1968 as the Australian Foundation for the Peoples of Asia and the Pacific (AFAP), our organisation has recently adopted a new name – Action on Poverty (AOP). We are an independent, secular, not-for-profit, fully accredited Australian non-governmental development organisation working to alleviate poverty in developing countries.</p> <p>Throughout the Pacific, Asia and Africa, we work directly with local partners, who in the main are independent agencies employing local professionals with proven experience, skills and cultural understanding. Our partners have excellent working relations with their respective local governments and implement programs which meet the needs and suit the capacities of the communities in which they live and work.</p> <p>Working in partnership with others is a key feature of our work. Our approach to development is twofold and focuses on:</p> <ul style="list-style-type: none"> • Strengthening and empowering local NGOs and community groups in developing countries so that they can better meet their own aspirations: and • Supporting organisations and individuals through our Action on Poverty Partnership Program to provide innovative opportunities and professional support to those who want to become directly involved in supporting international development programs. <p>AOP is a membership organisation and members are encouraged to volunteer their services by providing technical expertise, assistance with project implementation and fundraising.</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>Our Vision</p> <p>A just world through community partnerships.</p>	

Our Mission

To be a leading agent for poverty alleviation through effective and appropriate community-based development.

Primary Purpose of the Role

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 Corporation Program (ANCP).

The purpose of the Asia Program Manager role is to provide overall management and steer the directions of AOP South East Asia Program Portfolio, in collaboration with the Sydney-based International Program Director and our Vietnam Country Director with inputs from other regional program teams and departments.

The Asia Program Manager is responsible for the management of AOP's ANCP Program and Action on Poverty Partnership (APP) Program, in collaboration with partners in Asia.

This position is a key part of AOP's International Program Team. The role has representational responsibilities, and works closely with other staff so the agency can meet its strategic directions that have been defined for the next four years, including:

1. Support local organisations to undertake innovative and quality programs, which build inclusive, sustainable communities that are better able to tackle poverty and injustice;
2. Forge partnerships that add value to our work and contribute to reducing extreme poverty;
3. Inspire Australians to take action on reducing poverty through informed conversations about what their individual roles could be to address this complex challenge;
4. Progressively strengthen AOP as an organisation so we can continue to deliver effective development programs and achieve our strategic goals.

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
<p>1. Effective management of the Asia Program Portfolio (50%)</p>	<ul style="list-style-type: none"> • Manage the Asia Program Portfolio; • Provide program guidance and support to Vietnam Office and other partner organisations in Asia, including capacity building and institutional strengthening; • Work with Asia partners to identify, design, implement, monitor and evaluate programs and projects; • Develop and manage project budgets, project financial progress and coordinate project financial reporting; • Address any arising issues promptly, collaboratively and transparently; • Coordinate with and support Asia partners to produce high quality, accurate and on-time project reports and other inputs as required; • Maintain project files in line with AOP's standards; • Assist program partners in understanding and complying with AOP processes and systems;

	<ul style="list-style-type: none"> • Undertake monitoring visits to Asia projects/partners within the Asia Program Portfolio; • Make recommendations to the International Program Director and Senior Management on strategy and allocations of human and financial resources related to the Asia Program; • Participate in networking and information sharing activities relating to Vietnam and Asia; • Support the continuous improvement of the Asia Program Portfolio by participating in capacity building activities and relevant learning initiatives as required.
2. Revenue Development and Resource Mobilisation (25%)	<ul style="list-style-type: none"> • Lead the design and implementation of regional resource mobilisation strategies intended to strengthen income and partnerships to deliver the regional strategy; • Identify and review new funding opportunities and contribute to the development of sustainable fundraising strategies for AOP's work, particularly in Asia; • Grants and key donors acquisition; • Contribute to the development of proposals in response to program and project opportunities.
3. Communication and Engagement (10%)	<ul style="list-style-type: none"> • Provide input into the development of the AOP Annual Report; • Assist in maintaining/updating the Asia components of AOP website and social media spaces; • Support the International Program Director in maintaining and developing key relationships with stakeholders such as Australian DFAT, other NGOs, partners and donors; • Work with AOP Communications, Marketing and Fundraising Manager and Community Engagement Officer to organise Asia Program focused learning events in Australia, and scope out potential new partners under the Action on Poverty Partnership Program; • 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).
4. Strategy, Policy and System Development (15%)	<ul style="list-style-type: none"> • 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; • Participate in the development of AOP Development Effectiveness System, particularly in the development of DMEL (Design, Monitoring, Evaluation and Learning) systems and practices; • Support organisational policy development as required; • Participate in strategic planning meetings; • Participate in staff meetings; • Represent AOP, when approved, at professional forums, meetings and conferences; • Comply with AOP systems, procedures and operating philosophy as outlined in AOP Manual.

Organisational accountabilities and responsibilities	
Accountabilities	<ul style="list-style-type: none"> ✓ Complete tasks on time and in accordance with expectations; ✓ Develop career goals and initiate career conversations with manager; ✓ Undertake relevant training as required and agreed with manager.
OH & S and Compliance	<ul style="list-style-type: none"> ✓ Be pro-active in caring for the health and safety of all people within our work environment; ✓ Demonstrate initiative in implementing actions that facilitate the continuous improvement of OH & S within AOP; ✓ Ensure that you operate in line with all AOP policies and procedures.

KEY SELECTION CRITERIA	
Essential	<ol style="list-style-type: none"> 1. Degree in social science, development studies, community development, or a related field; 2. Minimum 5 years of work experience in the development sector with similar role(s); 3. High proficiency of English language skills, both written and verbal; 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; 5. Demonstrated experience in program and financial management, including budget preparation, monitoring and evaluation, learning and report writing; 6. Outstanding program/project design and program cycle management and coordination skills; 7. Outstanding analytical skills with a strong background in basic research; 8. Demonstrated experience of working in a donor-funded environment, preparing donor reports and grant applications; 9. A proven team player with ability to work in a small team environment, manage competing priorities and work under pressure; 10. Demonstrated ability to work in diverse circumstances in a culturally appropriate manner; 11. Confidence and ability to lead workshops, meetings and presentations; 12. Highly developed communication skills; 13. Highly organised with reliable attention to details; 14. Ability to work independently; 15. High level of computer literacy, including Microsoft Office skills; 16. Ability to travel within Asia/interstate as required.
Desirable	<ol style="list-style-type: none"> 1. Experience working with institutional donors, particularly DFAT; 2. Master's Degree in relevant discipline will be highly regarded; 3. Demonstrable knowledge of international development issues, the Australian NGO context, DFAT policy and the ACFID Code of Conduct; 4. Experience working in Asia, Vietnam and Cambodia in particular.

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 undertake a police check.