

Vacancy Announcement Executive Director

Summary of the position:

The Executive Director will be responsible for providing strategic vision and directions as well as overseeing the operational and program implementation of the organization. The Executive Director will also be in charge of fundraising, leadership and governance, partnerships and networking, and team management among others.

Contract duration: 8 months with possibility of extension

Location: Remote, preferably in Southeast Asian capitals.

Line Management: The Executive Director reports directly to the APHR Chairperson and APHR Board Members

About APHR:

APHR is a regional network of current and former parliamentarians who use their unique position to advance human rights and democracy in Southeast Asia. We seek to help create a region where people can express themselves without fear, live free from all forms of discrimination and violence, and where development takes place with human rights at the forefront.

Representing a unique and strategically focused addition to the regional and international human rights framework, APHR is supported by a young and dynamic team of human rights professionals that make up the Secretariat, with staff currently based across the region. As part of a member-driven organization, the Secretariat also works directly with legislators and political leaders in Southeast Asia and beyond to craft strategies and respond effectively to developing situations.

Key responsibilities:

Board Governance and Strategic Leadership

- Responsible for leading APHR in a manner that supports and guides the organization's mission as defined by the APHR Board.
- Responsible for implementing all policy decisions taken by the APHR Board with support from the Management team.
- Responsible for convening regular Board Meetings with assistance from the Management team.

- Responsible for communicating effectively with the Board and providing, in a timely, transparent, and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Sustainability

- Generates funding and other resources sufficient to ensure the financial health of the organization.
- Responsible for fundraising and developing other revenues necessary to support APHR's mission and programs.
- Responsible for the fiscal integrity of APHR, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Organization Mission and Strategy

- Responsible for developing the strategic vision and long-term goals of APHR's programs and strategies in consultation with the APHR Board and support from the secretariat.
- Responsible for ensuring the implementation of APHR's programs in line with the organization's mission and mandate.
- Responsible for the enhancement of APHR's image and network by actively and visibly engaging with partner CSO organizations, parliamentarians, diplomats, and relevant stakeholders.

Operations and Management of the Secretariat

- Leading and managing the Secretariat and all its offices, staff, programmes and all its day-to-day functions.
- Responsible for overseeing the preparation and submission of financial, programmatic and organisational reports in consonance with donor agreements and contracts.
- Responsible for the effective management of programme, finances and human resource of the organisation.
- Responsible for developing all necessary management and organisational policies, systems and processes for effective management of staff, programmes, finance and all operational aspects of the organisation.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Stakeholder relations/advocacy

- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the needs of those served by the organization.
- Establish good working relationships and collaborative arrangements with partners, funders, and other organizations and stakeholders to help achieve the goals of the organization.

Professional Qualifications:

- A bachelor's degree in social science, political science, human rights or law. Master's degree preferred.
- 10 years or more experience working on human rights and democracy programs and projects in Southeast Asia; ASEAN nationals are preferred.
- Five or more years working in a senior management capacity position in non-government organization.
- Transparent and high integrity leadership. High level strategic thinking and planning. Ability to envision and convey the organization's strategic future and mission to the staff, board, donors, partners and network.
- Experience working with parliaments and parliamentarians.
- Experience and skill in working with a Board of Directors and/or membership type of organization.
- Experience working with ASEAN and ASEAN human rights bodies.
- Strong gender mainstreaming and human rights based programming knowledge and skills.
- Strong experience in fundraising and donor grant management. Excellent donor relations skills and understanding of the funding community.
- Solid management and organizational abilities, including strategic planning, program development, M&E and operations.
- Strong financial management understanding including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills. Excellent presentation, writing and negotiation skills.
- Extensive experience in a multicultural setting and demanding work environment.
- Excellent people skills and ability to motivate staff and team members.

Working Conditions / Salary and Benefits:

APHR operates on a standard five-day work week but staff may be required to work some evenings and weekends to respond to developments and when on missions. Days in lieu will be provided for non-standard workdays.

Competitive monthly remuneration package including comprehensive health insurance, social security and communications allowance.

The successful candidate will be expected to take up duties as soon as possible.



How to apply:

Deadline for applications: **Monday, 15 April 2024**. Send your CV and cover letter to jobs@aseanmp.org with the subject heading “**Application: Executive Director**” Apologies in advance that only shortlisted candidates will be contacted.

ASEAN Nationals are encouraged to apply for this position.

APHR is committed to diversity and inclusion within its workforce and encourages qualified candidates of all genders from all national, religious, and ethnic backgrounds, including persons living with disabilities, to apply.
