

Vacancy Announcement Programs Director

Summary of the position:

The Programs Director will be responsible for leading the planning, coordination, implementation, and monitoring of strategic initiatives, programmes, projects and activities of APHR. He/She will manage the Programs Team and National Focal Points and closely collaborate with the Media and Communications Manager on long-term advocacy initiatives.

Contract duration: 12 months (with 3 months' probation)

Location: Remote, preferably in Southeast Asian capitals.

Line Management: The Programs Director reports directly to the Executive Director.

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:

Strategic Assessment and Knowledge Management

- In conjunction with the senior management team, support the assessment and planning of the overall APHR program and its activities in accordance with the mandate and strategic framework plan of the organization;
- Recommend and develop new initiatives and program strategies to support the strategic direction and theory of change of the organization; and
- Maintain a sound understanding of the political landscape of the region and of legal, political, human rights and other relevant developments to identify and respond timely to opportunities for APHR to promote the role of parliamentarians in advancing human rights in the region;

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- Manage organizational knowledge of regional and country-level issues and contexts, including details about the political context and parliamentary makeup of each country, as well as analysis of the impact on potential APHR programs and initiatives; and
 - Responsible for the dissemination of knowledge, lessons learned, and experience across the organization.

Program/Portfolio Management

- Provide strategic leadership for the work of APHR in the region, including in the identification, development, and effective implementation of human rights programs and projects;
- Ensure integration of research, advocacy, and communications strategies in order to provide an effective, coherent programme of work which delivers tangible outcomes for human rights;
- Ensure the effective participation and sharing of information/inputs of members among the thematic working groups;
- Liaise and consult with APHR's Board members on APHR's strategies and projects and ensure all programs and activities are in line with APHR's mandate and theory of change;
- Provide management advice and support to the program staff on substantive management and implementation issues;
- Provide technical advice and support to the program staffs on the development of project concepts, activity reports, and briefing papers, and implementation of work plan activities while ensuring compliance to APHR and donor programming and financial guidelines;
- Lead the drafting of the annual and quarterly work plans, budgets, and all other relevant donor reports of the program team;
- In coordination with the Media and Communications Manager, oversee the production and review of longer-term research outputs, including reports, policy briefing notes, and legal analyses; and
- Represent APHR and maintain relationships with international organizations, ASEAN human rights bodies, civil society organizations, the diplomatic community, and donors.

Results Based Reporting, Monitoring, and Evaluation

- Support the results-based reporting, monitoring and evaluating APHR's programs and projects including the preparation of annual and quarterly reports to donors; and
- Monitor and evaluate the risks and issues associated with program activities and take appropriate action to control the risks.

NFP Coordination and Management

- Ensure that NFPs are delivering on their assigned tasks and requests for support to project activities and advocacy initiatives;
- Improve on the current NFP management, reporting, and coordination system to include other countries;
- Manage the relations between the NFPs and APHR Secretariat by regular coordination and communication on issues, plans and priorities; and
- Manage and review NFPs' deliverables, monthly reports, and performance.

Gender Mainstreaming

- Act as the Gender Focal Point within the organization and represent APHR in workshops and meetings;
- Ensure the development and implementation of Gender Mainstreaming Action Plan within the organization;
- Provide technical services for capacity building and knowledge building and management on gender issues to program staff and members;
- Provide advice and inputs to the Board and secretariat on mainstreaming gender in program implementation and advocacy work ensuring gender issues are properly addressed; and
- Network and partner with CSOs and groups supporting gender equality initiatives.

Team Management

- Manage the PM team with the aim of promoting and maintaining strong unity within the team and ensure performance is managed and talent is nurtured;
- Establish clear work plans for staff, communicate priorities clearly and effectively, and provide oversight and take responsibility for delegated assignments;
- Ensure that the workload of staff is manageable and the reporting lines are clear;
- Provide appropriate and timely feedback on staff performance through effective communication, guidance, coaching, and training;
- Recruit and manage, as necessary, APHR's program staff and consultants; and
- In coordination with Senior Management, promote an organizational culture of integration across programs and teams.

Networking and Partnerships

- Strengthen and build strategic partnerships with relevant CSOs, human rights bodies, parliamentary groups/networks, media and stakeholders; and
- Consult or collaborate regularly with other development partners, human rights experts, CSOs, parliamentary groups, and other stakeholders.

Institutional Development

- In coordination with senior management, strengthen donor relations and partnerships by contributing to results reporting and participation in regular donor meetings;
- In coordination with senior management, support fundraising efforts by contributing to proposal writing and other pitching/briefings materials for donors;
- As part of the senior management where necessary, provide relevant advice and inputs to improve organizational effectiveness, security, and sustainability; and
- As part of the senior management, actively participate in regular meetings with the Board and provide updates and key developments on the team's work and progress.

Professional Qualifications

- Bachelor's degree in social science, management, international development, or other relevant field. Master's degree is preferred.
- At least five years in Programs development, Program Management, Operations Management, Grant Management.
- Experience managing governance, human rights, and democracy programs and projects in Southeast Asia.
- Knowledge of the political context and human rights issues in Southeast Asia.
- Proven track record in program design and development, proposal writing, and donor reporting.
- Knowledge of major donor requirements and compliance issues.
- Management skills with good understanding of relevant cross-cultural issues.
- Demonstrated attention to detail, ability to follow procedures, meet deadlines, and work independently and cooperatively with team members.
- Skilled in partnering with private sector and civil society organizations, public/government entities, local NGOs, etc.
- Fluency in English, both written and verbal. Proficiency in at least one Southeast Asian language (desired).
- Commitment to the objectives of the organization.

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: **Friday, 21 June 2024**. Send your CV and cover letter to jobs@aseanmp.org with the subject heading "**Application: Programs 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.
