

**THE ASIA FOUNDATION PHILIPPINES**  
**Position Description**

**TITLE:** Senior Program Officer, Governance

**UNIT:** Philippines

**REPORTS TO:** Strategic Advisor, *Coalitions for Change*

**SUPERVISES** Program  
Officers/Assistant Program Officers

**SUMMARY OF JOB RESPONSIBILITIES**

The Senior Program Officer for Governance leads The Asia Foundation's efforts in mobilizing resources, developing, effectively implementing and monitoring programs in the area of Governance. The Senior Program Officer plays a major role in providing an innovative and entrepreneurial approach in developing and expanding the Foundation's governance program in the Philippines, identifying emerging issues and new opportunities for the Foundation while managing the governance reform areas of the *Coalitions for Change* (CfC) program while maintaining a good relationship within TAF and other stakeholders.

The Senior Program Officer leads a small team of project staff based in Manila. S/he is responsible for continuously mentoring staff to build their capacity, ensure quality of deliverables and achievement of unit goals and objectives.

The Governance Senior Program Officer will be primarily responsible for ensuring that the Foundation develops and maintain effective liaison with partner organizations in the field of governance including local governance. For the CfC program, s/he takes the lead in managing and implementing the governance component of the project. S/he will work closely with the CfC Strategic Advisor to identify critical reforms and entry points to advance policy reforms in the field of governance using politically informed strategies and approaches and harnessing expertise of implementing partners and other stakeholders. The person will work closely with the members of the CfC Program Management Team (PMT) in the cross-cutting areas of monitoring, learning and evaluation, gender and social inclusion, communications as well as budget, contracting, and finance issues.

**Internal**

Regular interaction with the CfC Strategic Advisor and Program Management Team, other CfC program areas, the Country Representative and Deputy Representative.

**External**

Regular communication and dialogue with implementing partners, other governance stakeholders, and relevant sections within the Department of Foreign Affairs and Trade of the Australian Embassy. Make presentations and attend meetings with other donors, civil society organizations, governments, and partners. Attendance in conferences and external workshops as appropriate.

**REQUIREMENTS**

Qualifications

- At least ten years demonstrated experience in governance-related reforms and/or projects in the Philippines.
- An appreciation of trends and opportunities for governance programming in the Philippines, including adaptive programming and/or development entrepreneurship.
- Proven capacity to work with and nurture relationships with government agencies, civil society organizations, the business sector at the national and local levels, and other relevant stakeholders.

- Demonstrated networking skills and experience in partnering with diverse organizations.

#### Education and experience

- Master's degree in appropriate field – Public Administration and Governance, Economics, Political Science, Development Studies, Public Policy or International Development or equivalent years of management and consulting experience in the field of governance/local governance, and/or adaptive management and programming.

#### Other

- Excellent verbal and written communication skills in English essential.
- Strong time management skills and professional organizational abilities
- Strong track record of working independently and in a diverse team environment
- Knowledge of the programs and operations of The Asia Foundation or similar development organizations
- Knowledge of Australian Department of Foreign Affairs and Trade and/or other international donor agency programs an advantage.

### **JOB FUNCTIONS**

The Governance Senior Program Officer will perform the following functions:

- Lead the Foundations efforts in building, managing and implementing the governance component of the *Coalitions for Change* (CfC) program
- Provide overall direction to Governance track of CfC and assume management responsibility for its implementation and monitoring
- Collaborate closely with the CfC Strategic Advisor in the development of the CfC governance program.
- Develop and submit annual work plans, progress reports and other reports requested by partner donor agencies and The Asia Foundation
- Work closely with the CfC PMT to capture and communicate learnings of the governance program.
- Initiate the writing and submission of concept papers and proposals to potential funders
- Network actively with the international community, local government stakeholders, national government agencies, academic and local resource institutions, civil society and business sector organizations and research, and public policy communities to exchange ideas, identify prospective grantees and partner organizations, and inform programming
- Coordinate and maintain sound public relations with international development agencies, national government agencies, local government units, network of local governments, private sector and no-government organizations, and other units of The Asia Foundation, to exchange information and identify opportunities for cooperation and collaboration.
- Supervise and mentor Governance staff ensuring an enabling environment for optimum productivity and manage the performance and development of staff to fulfill their potential and achieve maximum growth
- Coordinate with the Senior Director for Finance and Administration to ensure compliance with financial standards, relevant provisions of the personnel and operations manuals and all project and other budgetary considerations.
- Assist the Senior Leadership Team in the preparation of the annual country program, annual program budget and country program materials, identifying critical areas in which the Foundation can achieve maximum impact
- Other job responsibilities as maybe assigned by the Country Representative, Deputy Country Representative, and CfC Strategic Advisor.