

# THE ASIA FOUNDATION

## POSITION DESCRIPTION

<b>TITLE:</b>	Coalitions for Change (CfC) Program Leader	<b>UNIT:</b>	Philippines
<b>SUPERVISOR:</b>	Country Representative	<b>SUPERVISES:</b>	Project employees and consultants

### **SUMMARY OF POSITION RESPONSIBILITIES**

The Coalitions for Change (CfC) Program Leader provides overall leadership and management of the CfC project that consists of the following program areas: Governance, Social Inclusion, Economic Reform and Development, and Peace and Stability. The Program Leader works closely with The Asia Foundation managerial staff and CfC Strategic Advisor and coordinates the CfC Project Management Team (PMT), reviews progress and other reports, develops workplans, oversees financial management and reporting, and supports the implementation of a broad range of initiatives under the CfC.

The Program Leader is the main contact point for the project's management, including the Partnership Strategic Panel and the Australian embassy in Manila. Finally, the Program Leader works under the supervision of The Asia Foundation's Country Representative and in consultation with the Deputy Representative.

### **RELATIONSHIPS**

#### **Internal**

Daily direction and supervision of the CfC project management team, project staff, and consultants; regular interaction with field office colleagues involved in the implementation of the project.

#### **External**

Frequent contact with project partners, government officials, heads of agencies, civil society organizations, and other development partners.

Continual interaction with the Australian Embassy, both at management and programmatic levels.

The Program Leader represents the Foundation in external events as necessary. The Program Leader is also required to maintain proactive communication with all partners to ensure smooth implementation.

### **REQUIREMENTS**

#### **Experience**

Minimum ten (10) years in a leadership and management position in development, government, or academic institutions in the Philippines. Demonstrated in-depth knowledge of Philippine political, economic, and social context. Proven track record of program management and leadership. Experience in proposal and report writing, financial and grants management and budget control, strategic planning, and managing development projects.

#### **Education**

Masters degree, or advanced degree in a relevant field.

#### **Skills**

Strong team building, representational and leadership skills. Demonstrated management skills and experience with supervision of multi-disciplinary teams; strong analytical and problem-solving skills; excellent verbal and

written communication skills, including public speaking experience; proven interpersonal and intercultural skills.

### **Preferred**

Background or technical proficiency in one or more of the following fields: political science, law, social sciences, public policy, public administration, international relations, women's education/development, economics, and international development.

## **JOB FUNCTIONS**

### **Project Management**

1. Develops overall program implementation strategy, annual work plan, monitoring and evaluation plan, and individual program activities.
2. Manages and coordinates the CfC Program Management Team to ensure that the overall objectives of the project are met.
3. Coordinates engagement of multidisciplinary technical expertise from Foundation staff and external consultants and organizations, partners, and networks for project start-up, monitoring and evaluation, facilitation, and all other aspects of program execution and evaluation.
4. Ensures submission of timely reports as required; maintains, updates and ensures the availability of accurate program information, documentation, and publications as necessary.

### **Representation**

1. Maintains effective coordination and professional relationships with the Australian embassy (particularly the embassy's CfC Program Management Team), project partners, government agencies, civil society organizations, and other development agencies.
2. Assists the Representative and Deputy Representatives in establishing and maintaining constructive public relations in the Philippines; assures positive profile of the Foundation, CfC and relevant project partners.
3. Participates in meetings and events as necessary.
4. Participates in Foundation meetings and other relevant professional forums and events.

### **Other**

1. Provides support as assigned to program development, proposal writing, representation or other activities in such areas as governance and civil society strengthening.
2. Participates in Foundation-led initiatives, taskforces, and committees as assigned.
3. Undertakes other duties as assigned.