THE ASIA FOUNDATION PHILIPPINES
Position Description

<table>
<thead>
<tr>
<th>TITLE: Education Governance Manager</th>
<th>UNIT: Philippine Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORTS TO: TAF Management / COP ABC+ Project</td>
<td>SUPERVISES: Education Governance Officer</td>
</tr>
</tbody>
</table>

SUMMARY OF JOB RESPONSIBILITIES

The Education Governance Manager, ABC+ Project, is responsible for providing the day-to-day management and leadership of the project and ensuring effective planning, implementation, monitoring, and assessment of the USAID-funded ABC+ in coordination with various implementing partners, prime partner, Department of Education, local government partners, and other stakeholders. S/he is responsible for ensuring compliance with donor and TAF regulations, compliance, reporting and other deadlines, and budget management and monitoring.

Internal
Extensive interaction with ABC+ Team, TAF Education Team, TAF Senior Management, Human Resources, Finance, Administration, Grants Units, and others as needed.

External
Regular coordination with ABC+ project partner organizations, consultants, and various stakeholders in Regions V, VI, and BARMM, related to project oversight, implementation, and monitoring.

Interaction with government and non-government organizations involved with the project.

Regular interaction with USAID, as necessary.

REQUIREMENTS

Experience:
Minimum of eight years of progressively increasing management responsibility in development projects, with a majority of work in Education, if with Master’s degree, or 10 years related experience if not a Master’s degree holder. Prior experience in managing USAID-funded assistance projects desirable. Experience in project monitoring, financial and grants management and budget control, strategic planning, and managing development projects

Education:
University degree in related field including education, political science, international relations, economics, or other related degree in the social sciences or humanities. Master’s degree is preferred.
JOB FUNCTIONS

Project Supervision
- Provides day-to-day leadership, management and direction to ensure successful implementation of the project and achievement of its goals and objectives including planning, budget development, and management of project with Prime team.
- Ensures timely submission of all required reports as stipulated in the project agreement which may include: workplans, reports, monitoring and evaluation reports, branding and marking plans, etc.
- Leads the team in planning and budget development including annual work planning and development of mechanisms for effective reporting of activities and other updates from the project areas.
- Ensures that activities and the project are implemented in accordance with USAID and TAF rules and regulations.
- Ensures all technical areas of the project are integrated and delivered at high quality, making the most effective and efficient use of project resources.
- Provides expertise to foster technical and programmatic decision making.
- Ensures effective project monitoring data collected and analyzed for reporting to USAID and stakeholders.
- Oversees the development and monitoring of appropriate budgets to support technical activities, with relevant data and assistance from Finance.
- Monitors project budget, spending targets, and identifies approaches to resolve budget related issues.

Coordination/Relationship Management
- Coordinates with TAF Education team on the conduct of the project.
- Manages the relationship with Prime partner.
- Manages the relationship with ABC+ implementing partners.
- Manages relationship with both DepEd and local government officials to ensure the effective implementation of the project activities.
- As requested by the Country Representative, represents the project at meetings and other functions with other cooperating partners, senior government officials, USAID and other donor agencies.
- Other job responsibilities as may be assigned by the Country Representative.

Other Support
Assists and participates in strategic planning of Education unit, project activities, and TAF Philippine Office as directed by the Country Representative or Senior Management.

Dimensions:
- Leads team,
- Strong experience in proposal and report writing, budget ownership, strategic planning.
- Has proven capacity to work and nurture relationships including donors, government agencies, civil society organizations and the business sector at national and local levels.
- Organizes and directs the activities of staff
- Performs performance evaluation and makes disciplinary recommendations.
• An appreciation of trends and opportunities for programming in the Philippines

Other:
• Technical understanding of education issues in a developmental context
• Knowledge of early childhood education and learning desirable
• Some understanding of orthography and the study of linguistics useful in development of mother tongue reading materials
• Comfort with and ability to travel within the country, as required. Most relevantly to Regions V, VI, and BARMM
• Effective interpersonal and management skills proven through successful engagement with relevant stakeholders, partner organizations, and local government units
• Excellent oral and written language skills, including ability to quickly synthesize complex technical and programmatic issues into concise communication, and develop high quality reports based on USAID reporting guidelines
• Strong financial management skills
• Computer literate in use MS Office;
• Strong team building, management, and administration skills. Ability to self-manage, independently prioritize tasks, and confidently develop plans of action with minimal direction
• Strong analytical and problem-solving skills
• Strong time-management skills and professional organizational abilities
• Proven interpersonal and intercultural skills
• Knowledge of the Philippine NGO community and government agencies preferred
• Knowledge of USAID and other international donor agency requirements and regulations preferred

Prepared by: Human Resources