JOB DESCRIPTION AND QUALIFICATIONS

<table>
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<tr>
<th>Job Title:</th>
<th>Strategic Planning, Monitoring and Partnership Manager.</th>
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<td>Division:</td>
<td>Office of Executive Director (OED).</td>
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<td>Duty Station:</td>
<td>Jakarta, Indonesia.</td>
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<td>Reporting To:</td>
<td>Deputy Executive Director.</td>
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<td>Supervising:</td>
<td>Knowledge Management Officer, Change Management Officer and Resource Mobilisation Assistants.</td>
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<td>Contract Period:</td>
<td>One (1) Year Contract with a three (3) months’ probation period. With a possibility of extension.</td>
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<td>Closing Submission:</td>
<td>Wednesday, 19th July 2023 - 11:45 pm Jakarta local time.</td>
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**Duties and Responsibilities**

The overall responsibility is that the job holder coordinates strategic organisational initiatives, including providing lead strategic support to the Senior Management Team in coordinating and liaising with partners, dialogue partners, regional and international organisations, and fund mobilisation.

He/she develops, strengthens and maintains partnerships between AHA Centre and various partner organisations in order to enhance cooperation and collaboration in all areas of AHA Centre’s work.

Furthermore, below are the specific responsibilities of the job holder. The position's specific responsibilities include, but are not limited to:

**Strategic Planning**

1. Develop, implement, and monitor strategic plans aligned with the AHA Centre’s mission and goals and AADMER work plan. This includes coordinating with different departments to ensure alignment with the overall strategy.
2. Coordinates with all divisions to prepare the AHA Centre Annual Work Plans (AWP).

3. With guidance from the Senior Management Team, work closely with the AHA Centre’s senior staff to ensure strategic priorities are communicated and easily understood across the organisation at all levels.

4. Take the lead on the mid-term review of the AHA Centre’s strategic plan.

Project Performance Review

1. Take the lead role on developing and implementing project performance review system that aligns with the AHA Centre’s strategic objectives.

2. Support the monitoring and evaluation implementation and the Mid-year and Annual reporting of the AHA Centre Strategic Plan and Annual Work Plans.

3. Take lead on monitoring project activities, outputs and progress towards the annual plan and report the result to Senior Management Team.

Partnership Development, Relations & Fund Mobilisation

1. Identify, establish, and manage partnerships and maintain contacts with various partners such as government, inter-government organisations, CSO, foundations, private and public partners. This includes collaborating with partners to advance the organisation’s mission.

2. Act as a primary point of contact for partners, potential partners, and other external stakeholders. Maintain open lines of communication to ensure alignment, collaboration, and mutual understanding.

3. Prepare and implement a fundraising and fund mobilisation strategy and activities, including regular reporting on the strategy implementation.

4. With approval from the Executive Director, negotiating terms of partnerships and developing agreements, contracts, MOIs and MOUs, ensuring they align with the AHA Centre’s strategic goals and comply with relevant laws and regulations.

5. Take lead in developing proposals, concept notes and other necessary collaboration documents with partners and potential partners.
6. Maintain and develop existing and new donor partnership relations effectively and proactively and keep records systematically.

7. Work together with project units and other related staff to prepare periodic and end-of-project reports and, upon approval from the supervisor, distribute the reports to relevant partners.

**Supporting The AHA Centre Governance Meetings**

1. Work with the Governing Board members, NDMOs and ASEAN Secretariat to set the agenda for governance meetings.

2. Prepare documents for Senior Management Team, Governing Board Meetings, Donor Meetings, Project Steering Committee Meetings and other governance meetings.

3. Prepare reports and presentations on AHA Centre Strategic Plan and AWP implementation progress and issues at the governance meetings.

4. Participate in the Senior Staff Meetings as required by the Senior Management.

**Unit and Team Management**

1. Provide leadership, manage unit staff members, and provide them with necessary direction and guidance.

2. Perform other tasks as advised by supervisor.

**Qualification and Experience Requirements**

*Education and professional experience:*

1. Master’s degree from a reputable university or higher in business administration, management, public administration, international relations, social or political sciences or similar.

2. At least 7 years of professional experience in strategic planning, monitoring, evaluation and learning (MEL), or partnership with at least 3 years of experience coordinating and engaging with partners (government and non-government partners), private sector partners and international organisations.
3. At least 5 years of experience working with international and/or regional organisations.

4. Experience with development partner engagement and coordination, and fundraising is essential.

**Other qualifications:**

1. Proven experience in developing strategic plans and annual plans.
2. Proven experience in developing concept notes and project proposals.
3. Experience in managing meetings on a regional scale.
4. Ability to work in a multi-cultural setting.
5. Good command of oral and written English and good report writing skills in English.
6. Knowledge of ASEAN and ASEAN's disaster management mechanisms and working in emergency response operations with international organisations will be an advantage.
7. Must be ASEAN Member States Nationality.

**Application Process**

The AHA Centre urgently invites the best, most-talented and highly-motivated individuals from **ASEAN Member States** to apply for this position.

You may apply by sending your application to human.resources@ahacentre.org, highlighting your suitability and potential contribution to the position together with a detailed CV, certified true copies of educational certificates obtained, and completed the AHA Centre Application Form, which can be downloaded at https://ahacentre.org/job/

Please ensure that the total size of your email, including attachments, is no more than 5 MB. Please indicate the name of the position that you are applying for in the subject of your email. The Selection Panel's decision is final; only shortlisted candidates will be notified.

**LATE AND INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

For more information about the AHA Centre, please visit www.ahacentre.org.