JOB DESCRIPTION AND QUALIFICATIONS

Job Title : Deputy Executive Director (DED)
Reporting to : Executive Director
Location : Jakarta, Indonesia

Direct Supervising : Resource Mobilisation Manager;
: ASCEND Project Coordinator;
: DFAT Project Officer;
: Other staff members as assigned by the Executive Director.

Broad Statement of Function

The Deputy Executive Director will mainly support the Executive Director in close coordination with Heads of Divisions in the following:

A. Ensure the alignment of strategy, policy, planning and management of the organisation, including the implementation of the work plan in accordance to AHA Centre’s vision and mission;
B. Monitor the overall performance management, quality assurance and change management across the organisation and provide regular inputs and recommendations to ensure its effective implementation and continuous improvement, including ensuring the compliance towards standards, systems and procedures adopted by the AHA Centre;
C. Ensure effective collaboration and strategic partnership for resource mobilisation with relevant partners in the area of strategic planning, programme development and management, funding and partnership arrangements, as well as communications with partners;
D. Support the analyses and development of policies related to disaster management, including monitoring the implementation of ASEAN Vision 2025 on Disaster Management and AADMER Work Programme, particularly those concerning the AHA Centre;
E. Assist the Executive Director in his/her role as the Secretary to the Governing Board of the AHA Centre in the preparation, documentation and following up of recommendations and actions as the result of the meetings;
F. Support the Executive Director in the planning and quality assurance of publications and other communications products;
G. Comply with the AHA Centre’s Rules and Regulations, and Finance and Administration Procedures; and

H. Provide other strategic support and perform other duties as assigned by the Executive Director.

**Primary Responsibilities**

**A. Ensure alignment of strategy, policy, planning and management of the organisation, including the implementation of the work plan in accordance with the AHA Centre’s vision and mission**

1. Review the strategic planning and management of the AHA Centre, and identify gaps, linkages, and improvements to be made in the development, implementation and review of the AHA Centre’s long-term and annual work plans;
2. Recommend alignment of strategies, policies and management processes as well as internal coordination within the organisation, and provide support to the Executive Director for necessary improvements;
3. Identify and support the development of necessary policies, strategies and activities to ensure full implementation of AHA Centre’s work plans and realisation of the AHA Centre’s vision and mission.

**B. Monitor the overall performance management, quality assurance and change management across the organisation and provide regular inputs and recommendations to ensure its effective implementation and continuous improvement, including ensuring the compliance towards standards, systems and procedures adopted by the AHA Centre**

1. Identify linkages and gaps in the AHA Centre’s organisational processes, and apply good practices in the quality management system to streamline the processes and ensure effective implementation and coordination across the organisation;
2. Develop, institutionalise and systemise a compliance management system to monitor the effectiveness of the AHA Centre’s policies, procedures, guidelines and SOPs and ensure quality and timeliness of products and processes of the AHA Centre;
3. Develop, institutionalise and systemise an effective mechanism to monitor and evaluate the AHA Centre’s long-term and annual work plans as well as programmes & projects;
4. Monitor, institutionalise and systemise the knowledge and change management system of the AHA Centre, and identify and develop necessary mechanisms and policies to monitor and institutionalise the change.

C. Ensure effective collaboration and strategic partnership for resource mobilisation with relevant partners in the area of strategic planning, programme development and management, funding and partnership arrangements, as well as communications with partners

1. Monitor and support the implementation of the AHA Centre’s resource mobilisation strategy, including implementation of innovative financing mechanisms and creative means of mobilising traditional and non-traditional sources, to achieve sustainable, predictable and flexible financing of the AHA Centre in the long run;
2. Develop and systemise a mechanism to synchronise programmes & projects with the AHA Centre's work plans;
3. Develop and maintain a strong network with strategic partners of the AHA Centre, including leading the development of partnership framework through MoI, MoUs, Agreements, and other framework with both traditional and new partners;
4. Identify gaps and develop necessary mechanisms and policies for programme development and management, funding and partnership arrangements, and communications and relationship management with various partners to realise AHA Centre’s resource mobilisation goals.

D. Support the analyses and development of policies related to disaster management, including monitoring the implementation of ASEAN Vision 2025 on Disaster Management and AADMER Work Programme, particularly those concerning the AHA Centre

1. Support analyses of current policies related to disaster management, particularly those concerning the AHA Centre, and provide recommendations to the Executive Director on how these would affect the strategic planning and direction of the AHA Centre;
2. Help monitor and identify challenges, trends and issues at the global and regional levels that may impact or be the interest to the AHA Centre;
3. Support the Executive Director in the development of necessary strategies and policy initiatives to address identified challenges and needs;
4. Monitor the implementation of ASEAN Vision 2025 on Disaster Management and AADMER Work Programme, particularly those actions concerning the AHA Centre.
E. Assist the Executive Director in his/her role as the Secretary to the Governing Board of the AHA Centre in the preparation, documentation and following up of recommendations and actions as the result of the meetings

1. Coordinate the development of the agendas, issues to be raised, progress reports, presentations and other relevant documents and positions of the AHA Centre, and overall preparation and organisation of the meeting;
2. Coordinate the preparation and documentation of meeting reports;
3. Follow-up recommendations, decisions and actions as the result of the meetings, and coordinate with Heads of Divisions to ensure compliance and implementation;
4. Coordinate the development of annual reports of the AHA Centre, including the compilation of inputs from the Divisions;
5. Ensure the quality and timely delivery of the documents, publications and reports to the Governing Board of the AHA Centre.

F. Support the Executive Director in the planning and quality assurance of publications and other communications products

1. Coordinate systematic planning and distribution of AHA Centre's publications and other communications products in line with the ASEAN Vision 2025 on Disaster Management and the AHA Centre's vision, mission and work plans;
2. Support the Executive Director in the quality assurance of all AHA Centre's publications and other communications products, in terms of the content, design and distribution plans;
3. Strengthen multi-stakeholders communications and brand awareness of the AHA Centre.

G. Comply with the AHA Centre's Rules and Regulations and Finance and Administration Procedures

1. Conduct him/herself according to the AHA Centre's vision, mission, values and code of conduct;
2. Adhere to all necessary aspects of corporate affairs within the organisation, such as administration, human resources, legal, finance, programme development and management, communications, M&E, and contribute to emergency operations as required.
H. Provide other strategic support and perform other duties as assigned by the Executive Director

1. Provide strategic support and recommendations to the Executive Director on actions that require his/her direction;
2. Perform other relevant duties as assigned by the Executive Director of the AHA Centre.

I. Provide leadership on day-to-day operation of the Office of the Executive Director (OED)

1. To provide leadership and direction on the delivery of excellent operations for the OED team through the following, which include but not limited to:
   a. Cultivating a motivating and engaging environment for staff to be able to perform at their best and to their fullest potential;
2. To enable an environment of open communication, transparency, leadership development and effective teamwork.

General Qualifications

Education
- A minimum of master's degree in one of the following areas: disaster and emergency management, business administration, public policy/administration. Other relevant disciplines may be considered.

Requirements
- ASEAN national, with a strong passion for ASEAN's aspirations and visions;
- Minimum of twelve (12) years of experience in which seven (7) years in a senior management position in a private company, government and/or international organisation, preferably in strategic management, business development and resource mobilisation;
- Proven expertise in strategic planning, policy development, programme development and management, resource mobilisation and general management;
- Demonstrated experience in developing, managing and coordinating multiple projects or programmes in a private company, government and/or international organisation;
- Experience in managing a broad range of activities dealing with various international organisations and related institutions;
- Knowledge of ASEAN and its regional frameworks in disaster management, such as the ASEAN Agreement on Disaster Management and Emergency Response (AADMER), will be an advantage;
• Strong communications and interpersonal skills, and good relationship management to be able to work with Governments of ASEAN Member States, ASEAN Secretariat, Dialogue Partners and AHA Centre’s partners and stakeholders;
• Good health and able to travel and work beyond office hours and in a challenging environment;
• Excellent command of English, both written and spoken, with strong presentation skills;
• Exposure to emergency operations would be an advantage.
• Be able to be relocated to Jakarta, Indonesia.

**Competency Profile**

**Core Competence**

- **Teamwork**: Ability to build trust and respect among fellow team members and contribute to the resolution of workplace conflict;
- **Communications and Interpersonal skills**: Ability to expresses thoughts clearly, accurately and succinctly in verbal and in writing to different audiences, and ability to relate well with others and to maintain relations with cordiality and diplomacy;
- **Effective problem solving and decision-making skills**: Ability to use sound judgment and initiative, develop options and achieve outcomes;
- **Analytical skills**: Ability to gather and analyse information and solve problems by using a logical and systematic approach;
- **Organisational Awareness**: Ability to align thinking and actions to organisational values;
- **Flexibility and Adaptability**: Ability to respond positively to change and new organisational practices, structures, procedures and technology;
- **Personal Credibility**: Has high regards for self-discipline, good attendance record, respect punctuality and set example to others, show consistency in words and actions, has high integrity and is conscientious;
- **Meticulous**: Ability to show great attention to detail when doing routine work as well as when working under pressure;
- **Ability to work in a multi-cultural setting and under pressure**: Ability to interact effectively with people from different cultures, ability to remain efficient and productive under pressure.

**Leadership Competency**

- **Leadership**: Ability to translate plans into actions ensuring that outcomes are clearly communicated both orally and in writing and that outcomes are monitored and reviewed as colleagues implement them;
- **People development**: Ability to develop the competencies required by staff to
deliver high-quality work and maintain good relationships with others;

- **Planning and organising**: Ability to establish a coherent course of action to achieve goals – planning, organising, monitoring, reviewing and controlling skills;

- **Effective team-building skills**: Ability to hold inclusive team meetings, leading and ensuring agreed action plans are followed up and completed;

- **Mentoring**: Ability to provide supervision as well as provide effective coaching and mentoring to the staff reporting under him/her;

- **Coaching and counselling skills**: Ability to understand the difference between the two and to know which is the most appropriate response in dealing with an employee.

**Application details:**

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

You may apply by sending your application to admin@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 AHA Centre Employment Application Form. Application deadline: midnight of **07 October 2021**.

Please visit our website for detailed information and Job Description for the job application. [https://ahacentre.org/job/](https://ahacentre.org/job/) and application form can be downloaded on the following link [https://drive.google.com/file/d/1gsJfX-1ia7dSim2TmObc413pSqdus0Wl/view](https://drive.google.com/file/d/1gsJfX-1ia7dSim2TmObc413pSqdus0Wl/view)

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 on the subject of your email. Incomplete applications will not be considered.