JOB DESCRIPTION AND QUALIFICATIONS

Job Title: Team Leader – Operationalisation of the ASEAN Monitoring Team for Humanitarian Assistance in Myanmar.

Reporting to: Director of Operations.

Supervising: National Officers, Team Assistant, Admin & Finance Assistant.

Work Station: Yangon, Myanmar.

Duration: 12 months with possible extension.

Project Background

The Government of Australia, through the Department of Foreign Affairs and Trade (DFAT), provides a financial contribution to the ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre) through a project named “Operationalisation of the ASEAN Monitoring Team for Humanitarian Assistance in Myanmar”. This project will support the AHA Centre for the operationalisation of the ASEAN Monitoring Team for humanitarian assistance in Myanmar. The operationalisation will include the component of personnel, equipment, and supplies to support day to day operations of the ASEAN Monitoring Team as well as the monitoring missions to oversee the ASEAN humanitarian assistance in Myanmar.

The expected outcomes of the project are as follows:

a. Oversee the evolving situations to identify humanitarian issues and report to the AHA Centre.

b. Monitor the ASEAN humanitarian assistance activities provided by the ASEAN Member States (AMS) and/or other dialogue partners through AHA Centre and evaluate their effectiveness.

c. Coordinate with relevant key actors for humanitarian assistance in Myanmar.
Broad Statement of Function

A. Manage, supervise and coordinate the overall implementation of various activities, ensuring quality and timeliness of activity and delivery of the objectives/outcomes as pertaining and stated to the project grant arrangement.

B. Coordinate with relevant stakeholders, including but not limited to, the Government ministries and related authorities, partner organisations, donors and other relevant agencies.

C. Plan, implement and monitor the implementation of the ASEAN Humanitarian Assistance provided by the AMS and/or other dialogue partners through the AHA Centre to be carried out in most effective and efficient manner.

D. Prepare the weekly reports, monthly progress reports, final completion reports, minutes of meetings, financial reports, other types of reports, and meeting notes related to the project activities.

E. Carry out other assignments as tasked by his/her supervisor.

Primary Responsibilities

A. Manage, supervise and coordinate the overall implementation of various activities in ensuring quality and timeliness of activity and delivery of the objectives/outcomes as pertaining and stated in the project grant arrangement

   - Responsible for the implementation of the project in line with the project grant arrangement to achieve the delivery of program outcomes in a timely and efficient manner.
   - Plan, develop and implement strategies for the operationalisation of the ASEAN Humanitarian Assistance as well as the work of the Monitoring Team, including cooperation and collaborations with the humanitarian actors (UN agencies, International/National NGOs, MRCS etc.) for ASEAN humanitarian assistance in Myanmar.
   - Assist the Supervisor/Director of Operations in managing the ASEAN Monitoring Team to ensure timely delivery of outputs.
   - Set performance goals of the project with the project staffs within the agreed upon parameters in consultation with the Supervisor/Director of Operations.
   - Develop and implement monitoring and evaluation mechanisms to ensure the effectiveness of the project, including necessary improvement.
   - Maintain communication linkages and good rapport with the DFAT with approval of the Director of Operations.
   - To coordinate with relevant AHA Centre Division/Unit in the implementation of activities supported by the project.
   - Oversee budget planning and expenditures under the supervision of the Director of Operations.
   - Manage implementation of day-to-day operations, and where necessary, identify areas for improvement.
B. Coordinate with relevant key actors, including the Government ministries and related authorities, partner organisations, donors and other relevant agencies

- Representing the AHA Centre in the country and ensuring the role of the AHA Centre is in coordination with the parties concerned for humanitarian assistance in Myanmar, including the Government Ministries, related task force and authorities, as well as with the donor and partner organisations.
- Maintain effective communication with all key actors by means of close coordination and negotiation when is deemed necessary.
- Establish communication, set up meetings and calls with the relevant actors involved in the humanitarian assistance to Myanmar as required.
- On behalf of AHA Centre, attend meetings with local authorities, international organisations and local communities as needed.
- Maintain close collaboration within the ASEAN Monitoring Team, donor and partner organisations and strong communication among the team members.

C. Plan, implement and monitoring the implementation of the ASEAN Humanitarian Assistance provided by the AMS and/or other dialogue partners through the AHA Centre to be carried out in the most effective and efficient manners.

- Representing the AHA Centre in the events related to the project's core activities or components.
- Present on site in the implementation of project activities.
- Liaise with related partner agencies that will engage and collaborate within the project.
- Work closely and consult with the Supervisor / Director of Operations on the planning, implementation and monitoring of the ASEAN Humanitarian Assistance project, including on administrative issues related to the human resources, finance, legal and other administrative aspects.
- Manage and monitor the allocation of resources and ensure the effectiveness and balance of workload amongst supervised staffs.
- Provide relevant advice to the supervisor or his/her designated officers on programme implementation matters, including improvements and risk, as well as provide regular updates on programme implementation.

D. Prepare the monthly progress reports, final completion reports, minutes of meetings, financial reports, other types of reports, and meeting notes related to the project activities.

- Develop regular monthly progress report to be submitted to DFAT by the end of each month, summarising details on progress against objectives/outcomes and outputs, description of activities and key deliverables, identified issues, updated risks, financial updates and any proposed changes to the project.
- Develop quarterly progress reports with the same requirements as in monthly reports along with the evaluation.
• Prepare a final completion report within one (1) month of the completion date or any earlier termination of the project, detailing progress against objectives/outcomes, description of activities and deliverables for the entire project, identified challenges and issues, and lessons learnt from the Commencement Date until Completion Date of the project.
• Prepare the minutes of meetings and meeting notes related to the project activities, and develop other types of reports as necessary.
• Prepare necessary documentation to monitor the utilisation of budget.

E. Carry out other assignments as tasked by his/her supervisor.
• Perform other related duties as assigned by the Director of Operations and/or other assigned officers.
• Adhere to all necessary aspects of corporate affairs within the organisation, such as administration, human resources, legal, as well as programme development and management, communications, monitoring & evaluation, and contribute to emergency operations as required.
• Contribute to the AHA Centre’s collective efforts by accomplishing related duties as needed.

Job Qualifications

Education
• Preferably Master’s degree in one or more of the following disciplines: Disaster Management, Humanitarian Assistance, Conflict Studies, Social Science, Environmental Science, Development Management or related disciplines.

Experience
• At least ten (10) years of work experience with a proven track record and solid experience with the monitoring and evaluation.
• Sound experience in humanitarian assistance, disaster management and emergency response operations in a government or international organisations.
• Experience in working with ASEAN and its related institutions.
• Experience in project proposal development funds management and project cycle management.
• Knowledge and exposure on ASEAN and its regional frameworks in disaster management, such as the ASEAN Agreement on Disaster Management and Emergency Response (AADMER).
• Experience in organising regional workshops and training activities.
• Experience in managing a broad range of activities in dealing with various international organisations and related institutions.
• Experience in writing narrative project reports.
• Strong command of the English language, both spoken and written.
• Computer literacy and proficiency in using Microsoft Office tools is desirable.
Competency Profile

A. Core Competencies
   • Planning and organising
     Ability to establish a coherent course of action to achieve goals, ability to translate plans into actions, organise work, monitor & review outcomes, and communicate the results clearly both orally and in writing.
   • Ability to work in a multi-cultural setting and under pressure
     Ability to interact effectively with people from different cultures, ability to multi-task and remain efficient and productive under pressure.
   • Communications and interpersonal skills
     Ability to express 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.
   • Flexibility and adaptability
     Ability to respond positively to change and new organisational practices, structures, procedures and technology.
   • Personal credibility
     Have high regards for self-discipline, good attendance record, respect punctuality and set examples to others, show consistency in words and actions, has high integrity and is conscientious.

B. Technical Competency
   • Knowledge of Disaster Management and its cross-cutting issues.
   • Supervisory skills, competent capacity in administration and financial management.
   • Programme management skills.
   • Proven skills in programme monitoring and evaluation.

C. Managerial Competency
   • Teamwork and coaching
     Ability to build trust and respect among fellow team members and contribute to the resolution of workplace conflict.
   • Effective problem-solving skills
     Ability to use sound judgment skills 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.
Application Process

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

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 www.ahacentre.org/opportunities.

Please ensure that the total size of your email, including attachments, is no more than 5MB.

Please indicate the name of the position that you are applying for on the subject of your email. Incomplete applications will not be considered.

*Application for the position should reach us before the 3rd June 2022, Midnight Jakarta time.*

The Selection Panel’s decision is final and only shortlisted candidates will be notified.

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

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