

THE ASIA FOUNDATION

POSITION DESCRIPTION

TITLE: Coalitions for Change (CfC) Program Leader **UNIT:** Philippines
SUPERVISOR: Country Representative **SUPERVISES:** Program employees and consultants

SUMMARY OF POSITION RESPONSIBILITIES

The Coalitions for Change (CfC) Program Leader provides overall leadership and management oversight to the CfC program as it pursues policy reforms in the following sectors: Governance, Social Development, Economic, and Peace and Stability.

Working closely with CfC's Strategic Advisor, the Program Leader oversees CfC's program management elements by leading the CfC Program Management Team (PMT) to ensure that backbone operational support is well-managed and effectively provides the necessary support to the implementation of CfC's broad range of reform activities, including on monitoring and evaluation, public diplomacy, representation, procurement and finance, and gender and social inclusion. The Program Leader works under the supervision of The Asia Foundation's Country Representative and in consultation with the Deputy Country Representative.

The CfC Program Leader is the main contact point for the program's management, including for the Partnership Strategic Panel and the Australian Embassy in Manila.

RELATIONSHIPS

Internal

Regular direction-setting and supervision of the CfC PMT and its consultants; regular interaction with program staff involved in the implementation of the project.

External

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

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

The CfC 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 effective 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 managing teams, proposal and report writing, financial and grants management and budget control, strategic planning, and managing development initiatives.

Education

Masters degree, or advanced degree in a relevant field or equivalent experience.

Skills

Strong team building, representational, strategic thinking, and leadership skills. Demonstrated management skills and experience with supervising and mentoring multi-disciplinary teams; strong analytical and problem-solving skills; excellent verbal and written communication skills, including public speaking experience and negotiation skills; proven interpersonal and intercultural skills. Strong and demonstrated work planning abilities and track record in program implementation. Displays entrepreneurial behaviors such as grit, initiative, and intellectual humility.

Preferred

Previous experience working with donor agencies. Working knowledge of Thinking and Working Politically principles and adaptive management, and familiarity with Development Entrepreneurship as a policy reform approach. 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 program-wide implementation strategy, annual reports and work plans, progress reports, monitoring and evaluation plan, and individual program management activities.
2. Ensures financial and procurement business process, including risk management, are innovatively adaptive and that they provide the necessary program management support to CfC teams.
3. Provides leadership and mentoring to the CfC Program Management Team and CfC program staff to ensure that the program objectives are met.
4. Coordinates engagement of multidisciplinary technical expertise from The Foundation staff and external consultants and organizations, partners, and networks for project start-up, project closure, monitoring and evaluation, facilitation, and all other aspects of program execution and evaluation, including on finance and procurement.
5. Ensures submission of timely and quality reports as required; maintains, updates, and ensures the availability of accurate program information, documentation, and publications as necessary.
6. Develops and monitors practical approaches to ensuring gender and social inclusion lens integration at programmatic and individual activity levels.

Representation

1. Maintains effective coordination and professional relationships with the Australian Embassy, particularly as The Foundation's counterpart to the Embassy's CfC Program

Management Team. Fosters productive relationships with local partners and leaders, government agencies, civil society organizations, and other development agencies.

2. Contributes to the functions of the Country Representative and Deputy Representatives in establishing and maintaining constructive public relations in the Philippines; assures positive profile of The Foundation, of CfC, and of its local partners.
3. Participates in relevant meetings and events as necessary.
4. Participates in Foundation meetings and other relevant professional forums and events.

Others

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.

###