**Job Announcement**

**Innovation for Change—East Asia Programme Director**

**Position:** East Asia Programme Director

**Location:** Any country in East Asia (any of the 11 countries of South East Asia, 6 countries and territories of North East Asia)

**Employment Condition:** Full-time

**Employment Duration:** 8.5 months (15 January to 30 September 2017). Extension possible for a 1 year period beginning 1 October 2017-30 September 2018, based on a 3-month probation at the beginning of contract

**Compensation:** 4,500 USD per month (in addition to fixed health insurance, annual travel insurance)

**Deadline for Submission of Applications :** 30 December 2016

**Days of Interview of Shortlisted Candidates :** 8-9 January 2016 (Only shortlisted candidates will be interviewed)

**Day of Announcement:** 13 January 2017

**Beginning of Contract:** 15 January 2017

**About the Organization**

Innovation for Change (I4C)—East Asia is one of six regional hubs worldwide, spearheaded at the global level by Civicus Alliance and Counterpart International, with the support of a multi-donor consortium. Innovation for Change, through simultaneous co-design processes, has set up an East Asia regional hub in partnership with East Asia civil society regional networks, movements and organizations, to jointly offer services and activities towards the defense, expansion and creation of civic space and citizen activists.

The I4C—East Asia process has been on-going since August 2015 through 2016, and has been led by a team of three East Asia incubators, namely the Asia Democracy Network (ADN), the Asian Forum for Human Rights and Development (Forum-Asia), and the South East Asian Committee for Advocacy (SEACA). The East Asia Incubators have ensured that the vision, spirit and co-creation principles of CSII/I4C have been embodied in the I4C East Asia process. East Asia consultations, information sharing workshops, and strategizing have so far been conducted in 2016. Beginning January 2017, I4C East Asia will be ready to implement its hub services and activities within a one year period, with a full time hub team, in partnership with its incubators.

I4C is a global network which looks to transform civil society impact and scale citizen action, creates the opportunity for a new generation of civic action to take shape through collaboration, leverage, and learning.

**Duties and Responsibilities**

1. Responsible for the strategic direction and leadership of I4C-East Asia hub
2. Oversees all of the East Asia hub’s team, services, activities and facilities.
3. Ensures quality, consistency and efficiency in the delivery of hub services and activities with the global mission and vision, and with regional goals and service objectives;
4. Together with the East Asia hub’s governance structure, develops hub policies and guidelines;
5. Ensure partnerships and collaboration with other hubs, across civil society and other sectors;
6. Hires, trains and supervises the hub team;
7. Ensures the smooth sourcing of hub resources for operations, services and activities; and,
8. Ensures compliance with donor reporting guidelines and statutory requirements.
9. Reports directly to the East Asia Hub governance structure.
10. Serves as key interlocutor with other I4C hubs and engages globally on representational and advocacy efforts on behalf of the East Asia Hub.

**The East Asia Programme Director shall:**

**Strategic Leadership**

1. Ensure strategic objectives and results are fully accomplished and meet expected quality standards to achieve results.
2. Ensure processes for planning and budgeting, according to strategic objectives
3. Ensure development and implementation of innovative strategies, employing and documenting innovate services/activities used to advance strategies.
4. Lead learning and development initiatives to introduce agile programming and product development, human centered-design, and lean management.
5. Oversee regular reviews, to ensure best practices are followed and manage changes in hub strategies.
6. Ensure that lessons of sound practice are documented and disseminated.
7. Oversee the hub’s monitoring and evaluation, accountability and learning system
8. Cultivate and define relationships with hubs, civil society, government, the academe, public and private actors to maximize donor investment and project outcomes, while leveraging these partnerships for sustainable outcomes.

**Management and Administration**

1. Manage, supervise, and coordinate hub services and activities
2. Ensure that budgets are adhered to throughout the fiscal year
3. Approve program expenditures, budget adjustments, and cost modification requests to donors and from implementing partners
4. Serve as key interlocutor with I4C network’s other stakeholders
5. Lead the development and institutionalization of the East Hub governance procedures and structures
6. Ensure effective collaboration between finance and programme staff
7. Ensure staff and organizational compliance with donor guidelines and statutory requirements .
8. Monitor the effectiveness and results of the program and plan adjustments.
9. Ensure the conduct of internal and external audits
10. Prepare the hub’s financial and narrative reports.
11. Develop and write annual hub proposals.

**Representation and Advocacy**

1. Provide overall leadership and oversight to the East Asia hub, ensuring that staff, incubators, and CSO partners work cooperatively and productively to achieve project objectives
2. Attend I4C community and other events to represent the East Asia hub. Take responsibility for addressing all matters related to administration, including strategies and resource management.
3. Reach out and communicate with I4C global, other regional hubs, East Asia incubators, the hub team, service teams, and partner organizations through the I4C Global platform.
4. Oversee I4C-East Asia communication strategies, including compliance with I4C Global branding and marketing requirements and procedures.
5. Strengthen linkages and engagement with other stakeholders
6. Lead, when appropriate, I4C-wide efforts overseen by network governance and helper hub stakeholders

**Performance Management**

1. Hire competent and qualified staff, support capacity building, and supervise the staff on the team to ensure optimum service delivery
2. Lead, manage and supervise team and staff to deliver high-quality services/activities and achieve project objectives.
3. Conduct periodic reviews of staff performance, and mentor staff to ensure high levels of motivation, commitment, capacity, and teamwork.

**Supervisory Responsibilities:** Programme Manager, Communications Officer, Finance/Administrative Officer

**Innovation for Change Project-wide Competencies:**

1. Proven capacity and experience to promote, strengthen, connect pluralistic, rights-based civil society
2. Demonstrated capacity and experience to innovate through demand driven and cutting edge initiatives to protect, defend and create civic space
3. High commitment to equality, diversity, and inclusiveness.

**Basic Qualifications**

**Education:**

Bachelor’s degree or higher in the field related to democracy, human rights, development such as law, politics, social science, international relations, development, Asian studies or other related subjects.

**Competence:**

1. Mature personality, with the ability to lead a team, work in a multi-cultural and demanding work environment with multi-service/activity coordination.

2. Excellent leadership and program/project management skills.

3. Self-motivated, positive attitude, strategic thinking, and multi-tasking ability.

4. Ability to work under pressure, multi-task, and manage team deadlines.

5. Able to analyze problems and design solutions at strategic and functional levels

**Experience:**

1. Minimum of ten years work experience in program management, advocacy, and networking in the field of democracy, human rights, including a regional NGO in Asia.

2. In-depth understanding of the overall socio-political situation as well as democracy situation in Asia.

3. Good knowledge of the Asian region in terms of its context, operation, contributions and limitations on democracy and human rights discourse.

**Skills:**

1. Excellent organizational strategizing, planning and project management skills
2. Excellent analytical and synthesis skills.
3. Excellent communication and public presentation skills in English.
4. Excellent advocacy, lobby, and networking skills with various stakeholders
5. Excellent professional writing skills in English.
6. Proficiency in computer software such as Word, Excel, Power-Point, and communications, database and other applications.

**Others**

1. Willingness to work from home, with regular team coordination schedules (25%)
2. Willingness to work at the East Asia hub in Bangkok for team coordination and supervision (25%)
3. Willingness to travel throughout Northeast and Southeast Asia, and other countries and regions when warranted for project work (40-50%)
4. Willingness to work in conflict or high security environments

**Application Procedure:**

Those interested in applying for the position of Programme Director of I4C East Asia should send their *resume and a cover letter* indicating their reason of interest and background on or before the deadline of **30 December 2016 (Seoul Time UTC+9)** addressed to:

**The Innovation for Change East Asia Incubators**

**c/o Mr Anselmo Lee**

[**alee7080@gmail.com**](mailto:alee7080@gmail.com)

Online interviews for short listed candidates will be conducted on 8-9 January 2017.

Announcement of the chosen candidate shall be made on 13 January 2017.