



Job Announcement

Position	Regional Coordinator
Location	One of the following 6 countries – Bangladesh, India and Nepal in South Asia Cambodia, Indonesia and Philippines in Southeast Asia.
Duration	Two years
Salary and Benefits	16.800 Euro per annum (about 1,500 USD per month)
Deadline for Application	20 Dec. 2016
Interview Dates	22 and 23 Dec. 2016
Contact email	ada2030.secretariat@gmail.com

Asia Development Alliance (ADA) is a regional network of national platforms in Asia engaged in development issues in the context of the UN 2030 Agenda for Sustainable Development, in particular, the Sustainable Development Goals (SDGs). ADA is committed to building a just, inclusive, equitable and peaceful community of sustainable societies in Asia by enhancing the effectiveness and impact of civic engagement and advocacy in implementing the SDGs.

ADA is seeking to hire a regional coordinator from those who are residents of the following six countries – Bangladesh, India, and Nepal in South Asia and Cambodia, Indonesia, Philippines in Southeast Asia.

SUMMARY

The Regional Coordinator will be responsible for the overall maintenance and development of the network and the design, coordination and implementation of programs and projects.

The Regional Coordinator is accountable to the Steering Committee (SC) through three Co-conveners.

All tasks should be conducted in compliance with the organization principles, requirements of partner organizations and country regulations.

RESPONSIBILITIES

1. Be responsible for the implementation of the decisions of Steering Committee as well as Co-conveners,
2. Be in charge of the implementation and coordination of the program and project(s) under his/her responsibility,
3. Organize the meetings and activities (e.g. capacity-building, advocacy, and campaign) as planned by the Steering Committee,
4. Communicate with members and partners through the website, newsletter, etc.
5. Handling administrative and financial matters
6. Other duties and tasks as assigned by Co-conveners when necessary

KNOWLEDGE AND SKILL REQUIREMENTS

1. Committed, creative and passionate attitude to support advocacy actions of Asian CSOs
2. Professional experience in policy advocacy and good understanding of civil society and international mechanisms and processes on UN 2030 Agenda for Sustainable Development / Sustainable Development Goals (SDGs)
3. Excellent skills in event planning and project management
4. International working experiences with CSOs or International donors
5. Excellent communication and interpersonal skills
6. Ability to conceive, develop and complete tasks through distant communication without close supervision
7. Professional verbal and written communication skills in English
8. Proficiency in Word/Excel
9. Willingness to travel frequently.
10. Willingness to be flexible in attending meetings to accommodate regional time differences.

WORKING CONDITIONS

The regional coordinator is required to work as a staff member of the ADA member organization in one of those 6 countries depending on the country of the residence.

- FNB - The Federation of NGOs in Bangladesh,
- CCC - Cooperation Committee for Cambodia,
- VANI - Voluntary Action Network India,
- INFID - International NGO Forum on Indonesian Development,
- NFN - NGO Federation of Nepal,
- CODE NGO - Caucus of Development NGO Networks. Philippines

The contract is for a year with a 3-month probation and eligible for renewable for an additional 3 years until the end of 2020.

Working hour: 40 hours a week

Salary Scale: €1,400 (Euro) per month including various benefits including health insurance.

Details are subject to negotiation with the hosting organization.

To APPLY

Qualified candidates are invited to apply via e-mail to ada2030.secretariat@gmail.com with a cover letter, an updated CV and one recommendation letter on or before 20 Dec. 2016.

Only shortlisted candidates will be invited for an interview.

More information on Asia Development Alliance (ADA) can be found on its website:

www.ada2030.org