

ASEAN-AUSTRALIA COUNTER TRAFFICKING

Terms of Reference

ASEAN Program Coordinator

Deadline for applications

5PM Bangkok time, 31st August 2020

Position

ASEAN Program Coordinator

Position Status

National Position

Duration

2 years with the possibility of extension

Reports to

ASEAN Program Director

Location

Jakarta, Indonesia

Remuneration, Performance Management and Reporting Framework

As per ASEAN-ACT HR Framework

Contact details

Queries relating to this position should be directed to

recruitment@aseanact.org

It is essential that you quote 'ASEAN Program Coordinator' in your email title, or you may not receive a response.

Child protection

Cardno is committed to child protection and safeguarding the welfare of children in the delivery of our International Development programs. Recruitment and selection procedures reflect this commitment and will include relevant criminal record checks.

About the organisation

Cardno is a global consulting organisation that manages projects for major donors, delivering aid work in various disciplines such as education, health, governance, resource and environment management and infrastructure. Our work expands across Europe, Latin and North America, Asia, the Pacific and Africa. With over 6,000 staff worldwide, our vision is to be a world leader in the provision of professional services to improve the physical and social environment.

About the program:

ASEAN–Australia Counter Trafficking (ASEAN-ACT) continues Australia's long running collaboration with ASEAN and its member states to end human trafficking in our region. The program will principally work on strengthening the justice sector response to human trafficking, while opening up new partnerships with allied government agencies, civil society and business. It will engage all 10 ASEAN Member States in some capacity and will continue national-level programming in Cambodia, Indonesia, Lao PDR, Myanmar, the Philippines, Thailand and Vietnam.

Roles and Responsibilities

The ASEAN Program Coordinator is a mid-level and support role responsible for coordination of the program activities at the ASEAN regional level; the position supports planning, coordinates delivery, assists with the monitoring of activities; works closely with counterparts and reports to the ASEAN Program Director.

The ASEAN Program Coordinator will support the ASEAN Program Director to prepare annual work plans and budgets for the use of ASEAN-ACT resources; coordinate activities supported by ASEAN-ACT ensuring effectiveness and efficiency; and ensure that results are appropriately monitored and reported.

The ASEAN Program Coordinator will provide support to ASEAN counterparts and work closely with the operations team to support the requirements of the program.

Stakeholder Support

- > Develop and maintain excellent working relationships with all stakeholders, based on mutual accountability and respect;
- > Provide general secretariat support for RPSC meetings, including preparation of draft agenda, concept notes, taking minutes and recording outcomes;
- > Coordinate and liaise with the ASEAN Secretariat for SOMTC, other relevant sectoral bodies and ASEAN-ACT activities;
- > Coordinate and liaise with relevant sectoral bodies and other organizations for ASEAN-ACT activities;
- > Provide accurate information and briefing on ASEAN Secretariat matters;

Activity Support

- > Assist the preparation of annual ASEAN work plan and associated budget, ensuring it aligns with ASEAN-ACT priorities and implementation principles;

Cardno is an equal opportunity employer

Cardno encourages women to apply. Cardno recognises the moral and legal responsibility to provide an equal opportunity workplace by ensuring that all recruitment and selection decisions are based on the best qualified and experienced candidate who can perform the genuine inherent requirements of the position.

- > Assist and coordinate the implementation of program-supported ASEAN regional activities, ensuring they are implemented effectively, and that results are appropriately monitored and reported;
- > Assist the ASEAN Program Director by providing communications materials to DFAT and other stakeholders which positively reinforces the partnership between Australia and ASEAN
- > Support the development of knowledge products for ASEAN and partners
- > Support mainstreaming of gender equality, social inclusion and victim rights throughout all program activities;
- > Work collaboratively with ASEAN-ACT staff in other countries and with the regionally based program support team;

Administration Support

- > Support and assist the Finance and Administration Officer, including financial, administrative and logistics functions, and cooperation with regionally based operations team;
- > With the Program Director-ASEAN, review ASEAN regional risks, respond to incidents (e.g. security, safety, fraud, reputational, etc) and ensure compliance with the child protection and safeguards framework;
- > Assist in maintaining a strong 'one' team culture across a dispersed organisation

Monitoring, Evaluation and Learning

- > Support the Program Director-ASEAN to gather, record and report information as per the program's monitoring, evaluation and learning procedures.

Selection Criteria

Qualifications

- > Graduate qualifications (or a combination of undergraduate and relevant work experience) in a related discipline – international / social development, management, law or justice, or similar

Essential

- > An understanding of human rights and rights-based approaches in development, particularly as these relate to human trafficking;
- > The ability to work with senior officials, demonstrating high-level communication and interpersonal skills to build strong working relationships with key counterparts;
- > Excellent command of English, written and spoken;
- > Demonstrated management and coordination skills, including the ability to plan and meet deadlines;
- > High-level interpersonal and communication skills, including experience in cross cultural environment and international settings;
- > Competent information technology skills.

Desirable

- > An understanding of the regional context in relation to human trafficking, including the ACTIP and the Bohol Work Plan, relevant sectoral bodies and working groups and the roles of the justice sector, civil society, private sector and allied government institutions;
- > An understanding of monitoring, evaluation and learning; and mainstreaming of gender equality and social inclusion.

How to apply

Send an email to recruitment@aseanact.org with:

- > The words 'ASEAN Program Coordinator' in the email subject
- > Your CV
- > A completed Application Form, which describes how your skills and experience are applicable to the selection criteria. Please copy and paste this link: <https://bit.ly/2YUZIkC> to download the application form.
- > The names and contact details of three professional referees

Applications close at Sunday, 5PM Bangkok time, 31st August 2020.

ASEAN-ACT is committed to achieving workplace diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups, people with a disability, women and ASEAN nationals are strongly encouraged to apply. All applications will be treated with the strictest confidence.

ASEAN-ACT does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Due to the expected volume of applications, only candidates under positive consideration will be notified.

Other Information

Amendments to the Terms of Reference may be made during the period of the engagement as required.