

JOB DESCRIPTION

Program Manager SEA

Effective: 1 October 2023

ROLE PURPOSE

International Rivers (IR) works to protect rivers and the rights of communities that depend on them. We seek a world where healthy rivers and the rights of local river communities are valued and protected. We envision a world where water and energy needs are met without degrading nature or increasing poverty, and where people have the right to participate in decisions that affect their lives.

The Southeast Asia Program Manager is responsible for developing and managing program operations, including grant management, monitoring, evaluation and learning (MEL) and ensuring key program and project objectives are met. The Program Manager also plays a key role in developing SEA Program communications strategies at the national and international level, provides technical assistance to partners and allies, and takes part in activities to influence public opinion and policymakers.

ROLE DIMENSIONS

- **Status:** Full Time, Fixed term Contract – 18 months scope for renewal/extension, pending funding
- **Region:** Asia
- **Location:** Thailand
- **Reports to:** Southeast Asia Program Director
- **Budgeted expense sign-off:** 830,000 – 1,260,000 THB per year
- **Travel:** regular regional travel and occasional international travel
- **Other:** Needs to be in a location with reliable and adequate internet and ready access to transport.

ROLE RESPONSIBILITIES

Program Management

Manage the planning and delivery of assigned projects and support delivery of regional program, including:

- Provide strategic direction on the SEA program and assigned projects to ensure they deliver on their objectives.

- Ensure gender equality and social inclusion are mainstreamed in program design and implementation.
- Ensure regular high-quality documentation of program learning and achievements for a variety of audiences and stakeholders.
- Provide oversight, technical support and advice to program partners and stakeholders.
- Ensure that regional and national policy influencing work is culturally and politically sensitive and informed by and linked with International Rivers' work with civil society and communities.
- Facilitate research and technical reviews by consultants/experts as needed.
- Provide oversight and direction, including development of annual work plans, and staff activity plans related to the program.

Program Development & Strategy

Support the SEA Regional Director with regional planning and programs, including:

- Develop strategic directions and priorities, including development and implementation of program workplans.
- Coordinate project work and key deliverables as designated, including overseeing the work of consultants as required.
- Coordinate engagement and reporting to program funders.
- Write content for grant proposals and reports.
- Ensure compliance for internal reporting standards, and external reporting standards for existing and prospective funders of projects.
- Develop and manage program budgets.

Grant Management and Monitoring, Evaluation and Learning (MEL)

Manage and monitor International Rivers' Southeast Asia Program's grants and support the implementation of a robust Monitoring, Evaluation and Learning (MEL) framework for assigned programs.

- Track and report on program and project progress to ensure program objectives can be delivered on time.
- Conduct budget planning, monitoring, and reporting to ensure program objectives can be delivered within budget.
- Ensure strong monitoring, evaluation and reporting is conducted for the program
- Maintain oversight of grant disbursements and other contractual aspects of the program and ensure narrative and financial reports meet IR and donor requirements.
- Manage and ensure integration and compliance with IR policies and relevant sector codes of good practice in program activities and plans.
- Undertake monitoring and capacity-building of funded partners, allies and networks

Relationship and Representation

Build and maintain effective relationships and represent International Rivers with key stakeholders.

- Act as the key contact point for funders and stakeholders for the SEA Program and assigned projects
- Represent International Rivers in various external forums.
- Build networks and collaborate with local and international organizations, private sector actors.
- Participate actively in wider organizational development and change processes and teams.

EDUCATION QUALIFICATIONS, SKILLS & EXPERIENCE

- Bachelor's degree or equivalent professional experience required; Master's degree a plus.
- 8+ years of experience with a minimum of three years managing complex regional projects/programs, preferably in transboundary natural resource related projects. Including
 - cross cultural program management
 - international NGOs
 - leading the successful delivery of multiyear, large budget, complex programs/projects.
 - working in environments with political sensitivities
- Technical skills in water management, renewable energy or a field of relevance.
- Advanced knowledge and experience in water governance issues in the Mekong region; including Gender Equality, Disability and Social Inclusion (GEDSI), hydropower, sustainable energy, fisheries, water pollution and transboundary river basin management.
- Demonstrated experience in promoting gender equality and social inclusion in program design and implementation
- Excellent written (including report writing) and oral communication skills in English (and Mekong language competency preferred),
- Coordination and facilitation skills in working with civil society partners and networks and private sector actors.
- Financial management skills, able to understand and explain budget and financial reports.
- Relevant computer skills, which include experience in using project management software tools, PowerPoint, Word and Excel
- An ability to undertake significant travel to support program teams and partners in multiple countries, and to join field-based work. Capable and comfortable working with grassroots communities and diverse groups of partners and networks
- Strong facilitation skills including facilitated learning processes, communication and coaching skills.
- Leadership skills and the ability to motivate others, take initiative and have the capacity to work as a member of a team.

COMPETENCIES

- **Collaboration:** Works with and engages others based on a fundamental belief of producing an outcome greater than one that would be developed alone..
- **Communication:** Uses a broad range of communication styles, and chooses appropriate, effective ways to communicate in different platforms and channels, with different audiences in diverse situations.

- **Diversity & Inclusion:** Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision, mission, plans and goals of the organization.
- **Flexibility:** Adapts and responds to the changing environment and acts upon opportunities for continuous improvement.
- **Independence:** Takes responsibility for own time and effectiveness. Alert to opportunities to contribute appropriately without being told. Able to work things out without having to be shown too often. Able to work alone while maintaining consistent communication with the stakeholders, internally and externally, locally and globally.
- **Integrity:** Is widely trusted; is seen as a direct, truthful individual who practices what they preach; adheres to an appropriate and effective set of core values and beliefs during both good and bad times.
- **Planning:** Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- **Resilience:** Builds organisational and self-resilience to enable self and others to thrive in the face of change, obstacles, and setbacks.
- **Results Orientation:** The ability to focus on the desired result of one's own or one's unit's work, setting challenging goals, focusing effort on the goals, and meeting or exceeding them.