

**UNION AID ABROAD-APHEDA**  
**JOB DESCRIPTION**  
**Position Title: Mekong Regional Organiser**

Union Aid Aboard-APHEDA is the global justice organisation of the Australian trade union movement. We work globally in partnership for the achievement of dignity at work, social justice, economic equality and the realisation of human rights. We work to achieve this through strong unions and social movements, sustainable development programs, global solidarity, and support at times of crisis. [www.apheda.org.au](http://www.apheda.org.au)

**Overall responsibility:**

The overall responsibility of the position is to support the Mekong Regional Manager in managing the regional program across Vietnam, Laos and Cambodia. This position is specifically in charge of managing the quality of the program and of internal communication and reporting (especially between the three regional offices and Sydney). Its main responsibility will be to build the skills and capacity of staff and support monitoring and managing of the overall program. It will be acting Mekong Regional Manager when the incumbent is on leave or otherwise unavailable.

It reports to and works closely with the Mekong Regional Manager; it also works on a daily basis with country managers and other staff members in the three offices and with the team in Sydney.

This role requires an experienced international development specialist with at least 5 years of union, international NGO, or other relevant experience, who can work strategically and collaboratively to achieve program outcomes. In undertaking these responsibilities, the Coordinator has the full support and guidance of senior staff as appropriate.

**Specific responsibilities:**

**Capacity building:**

- Assess capacity building needs and develops capacity building processes, in collaboration with the Mekong Regional Manager;
- Identify methods and resources for building capacity of Union Aid Abroad staff and partner organisation staff where required;
- Support Country Managers in the implementation of the processes.

**Program management:**

- Support the 3 country teams in the management of projects, and mentor team members when required;
- Coordinate the elaboration of project documents along the project lifecycle (including project appraising, design, reports to donors; surveys; proofreading and commenting on reports);
- Monitor projects with country teams if required;
- Plan and coordinate evaluations (internal or external) in collaboration with the Mekong Regional Manager and Sydney team;
- Write funding submissions, in cooperation with the international program team.

**Communication:**

- Coordinate monthly reporting to Sydney office, quarterly board reports;
- Write reports on projects for specific publics, articles for the monthly newsletter;
- Collect appropriate information from projects for social media.

**Financial and administrative management:**

- Manage contracts: coordinate the drafting and signing of contracts with partners; drafting contracts for volunteers and consultants;
- Manage due diligence: partner capacity assessments, random checks, coordinate audits of offices;
- Coordinate fund transfers to offices and specific payments with Chief Financial Officer in Sydney;
- Check expenditure reports and transactions.

**Other:**

- Support Mekong Regional Manager in: policy implementation, strategy development and review;
- Support campaigns, including coordinating exchange visits and study tours to Australia or to countries in the region;
- Undertake minor level research as required.
- Other duties as directed.

**Selection criteria:**

- Demonstrated program management experience and at least 5 years; demonstrated ability in managing all aspects of the project management cycle including assessment of need, submission writing, implementation, evaluation and monitoring
- Excellent analytical, planning and organisational skills. Ability to contribute with critical and innovative thinking.
- Excellent understanding of the international development sector.
- Ability to deploy existing skills into an international trade union, community or social justice development.
- Capable of working effectively in fast paced and challenging environments.
- Demonstrated commitment to union values – justice, compassion, equity and the dignity of workers – alongside a dedication to and good understanding of labour movement and social movement dynamics, including trade union development.
- Well-developed interpersonal cross cultural and leadership skills, an ability to represent APHEDA, and to make informed judgements about labour and community organising.
- A team player with a demonstrated ability to work independently, within the context of a plan, and having a track record of achieving targets.
- Computer literate, including good knowledge of office information technology applications, including spreadsheets, and presentation software.
- Fluency in written and spoken English.

**Reports to:** Mekong Regional Manager

**Functional relationships:** In-Country Project Officers, In-Country finance managers, Country Managers, Sydney staff, particularly Organisers and CFO .

**Other terms:**

- This position will be based in either Hanoi, Phnom Penh or Vientiane and will involve up to 8 weeks travel per year, primarily across the Mekong countries.
- This position is fixed term for 1 year. It may be extended dependent on funding.
- Terms and conditions of employment are as per the Union Aid Abroad-APHEDA Enterprise Agreement, which includes gross salary of \$76, 300 annually plus 15% superannuation.
- 5 days/week at 37.5 days/week.
- 4 weeks annual leave plus additional Xmas-New Year period.

**Application process:**

Applications should include a cover letter and a statement addressing all selection criteria. Applications that do not address all selection criteria will not be considered. Applications close 5pm 15 May 2017. Please send your application including a CV and application letter addressing the selection criteria to Ms Kate Lee, Executive Officer by email: [office@apheda.org.au](mailto:office@apheda.org.au).

Union Aid Abroad-APHEDA is an equal opportunity organisation. Only shortlisted candidates will be notified for interviews.