

UNION AID ABROAD - APHEDA

JOB DESCRIPTION

Title: Country Director, Myanmar

Reporting to: Regional Manager, Mekong

Functional relationships: Other Country Managers, Sydney Organiser

OVERALL RESPONSIBILITY

The Country Director's overall responsibility is to provide vision, leadership, management and effective high level national representation for Union Aid Abroad - APHEDA in Myanmar. The Country Director is accountable for the delivery of Union Aid Abroad - APHEDA's work in Myanmar in line with Union Aid Abroad - APHEDA's strategy. The Country Director will assist Union Aid Abroad - APHEDA in establishing a physical presence in Myanmar through the opening of a country office in Yangon, as well as establishing organisational registration for Union Aid Abroad - APHEDA in the country. The Country Director will ensure the appropriate and professional implementation of projects, human resource management, financial and fund raising activities. The Country Director is responsible for any future country office staff selection and will supervise staff and consultants working on approved projects contracted by APHEDA Myanmar.

Responsibilities should be carried out in line with relevant Union Aid Abroad - APHEDA policies and procedures. In undertaking these responsibilities, the Country Director has the full support and guidance of the Regional Manager.

SPECIFIC RESPONSIBILITIES

A. Strategic Planning

- A1. Be responsible for the effective implementation of Union Aid Abroad - APHEDA's work in Myanmar in line with Union Aid Abroad - APHEDA's strategy.
- A2. Develop and monitor a Myanmar Strategic Plan.
- A3. Share analysis and lessons learned with the regional team. Contribute to the elaboration of new strategies and bodies of work in Myanmar and in the region.

B. Program Management

- B1. Develop project plans in consultation with staff and local partners. Following the project initiation, and based on the approved project proposal, develop regular implementation plans.
- B2. Regularly review actual implementation of projects, outputs and outcomes, and provide adequate project reporting, as per agreed procedure.
- B3. Establish, implement and review monitoring and evaluation systems in order to provide regular information on progress towards objectives and assess impact.
- B4. Provide technical assistance and support to project and counterpart staff as required.

- B5. Ensure that all relevant procedures, contractual requirements and voluntary standards are adhered to (the Australian NGO Cooperation Program contract, ACFID Code of Conduct, Union Aid Abroad - APHEDA procedures).
- B6. Ensure that adequate program and project documentation is kept on record and readily available.
- B7. Meet donors and Union Aid Abroad - APHEDA reporting requirements in a timely manner.

C. Financial/Asset Management

- C1. Establish project and annual budgets, in coordination with the Regional Manager and Sydney office.
- C2. Oversee all financial and accounting activities of the Myanmar office, according to agreed procedures.
- C3. Authorise approved project payments in line with written agreements/approved contracts.
- C4. Ensure that staff use appropriate project financial management and monitoring systems, in line with Union Aid Abroad - APHEDA's procedures.
- C5. Ensure that local partners use adequate financial procedure and report according to agreed processes.
- C6. Identify external project partnerships and funding opportunities in line with the strategy.
- C7. Assist the Sydney office in preparing materials which will be used for funding opportunities.
- C8. Ensure that project partners, suppliers and locally paid staff are paid promptly and adequately.
- C9. Ensure that donor funds are used solely for the purposes for which they were granted and in accordance with relevant Union Aid Abroad - APHEDA and donor guidelines.
- C10. Maintain an asset register for all assets purchased by, or provided to the program, in line with Union Aid Abroad - APHEDA policies.

D. Administrative and Contract Management

- D1. Ensure that adequate contracts are established for all projects and activities.
- D2. Ensure that contractual compliance obligations to donors are understood and adhered to, by all relevant project staff and Partners.
- D3. In the event of any urgent/serious matters, provide immediate reports to the Regional Manager.
- D4. Ensure that any necessary changes to the project design, objectives, outputs or budget are identified and brought to the attention of the Regional Manager in a timely manner.
- D5. Ensure the effective management, maintenance, security and legitimate usage of all project facilities, vehicles, personnel and equipment.

D6. In co-operation with the Regional Manager, develop appropriate procedures and policies for the Union Aid Abroad - APHEDA office and any personnel in Myanmar.

E. Personnel Management

- E1. In consultation with the Regional Manager, develop, define and maintain updated job descriptions for Yangon project staff, which clearly delineate the roles and responsibilities of staff members, and will motivate and inspire team work.
- E2. Coordinate the recruitment of staff, including short-term consultants, with the Regional Manager.
- E3. Ensure that all staff clearly understand their roles and responsibilities. On the basis of their job descriptions, monitor staff performance and provide constructive and regular feedback to staff.
- E4. Ensure that project staff are aware of and adhere to Union Aid Abroad - APHEDA 's policies and procedures and establish an effective internal communication system to ensure that all staff working in Myanmar are fully informed of Union Aid Abroad - APHEDA 's mission, its goals, policies and procedures.
- E5. Identify the key skills required by all project staff to effectively fulfil their designated roles, and where necessary, suggest and/or plan staff training to fulfil such needs. Where necessary, to provide on the job training and coaching/mentoring.
- E6. Actively assist staff, in particular women, to assume greater responsibility within project activities and facilitate their long-term professional development.
- E7. Ensure that staff participate in the development of project work plans.
- E8. Ensure that the provisions of Myanmar Staff contracts are being complied with. In particular, ensure that working hours, annual leave, sick leave and other provisions are being applied. Liaise with the Regional Manager regarding relevant staffing issues.
- E9. At all times, ensure the safety and security of all Union Aid Abroad - APHEDA's staff in Yangon.

F. External Relations

- F1. The Country director is the Country representative of APHEDA in Myanmar and will function as such at official gatherings.
- F2. Establish and maintain positive working relationships and strategic partnerships with relevant Myanmar and international institutions in Myanmar, including government.
- F3. Establish procedures in order to liaise effectively with partners, including government institutions, in order to ensure understanding and support for effective project management.
- F4. Ensure all requirements for the legal operation of the APHEDA office are met (including any Government of Myanmar reporting requirements).
- F5. Where appropriate, contribute actively to the national development policy debate through participation in seminars, workshops, meetings, etc.