

**JOB DESCRIPTION**

<b>Job title</b>	<b>Senior Regional Program Officer - Program Development and Institutional Funding</b>	<b>Division /Location</b>	Programs Southeast Asia and China
<b>Type of employment</b>	One year contract/renewable (local contract)	<b>Role Balance Guide</b>	Technical 50% Scheduling 20% People 30%
<b>Reports to</b>	Regional Programs Director	<b>Functional reports to</b>	N/A
		<b>Member of</b>	Regional Steering Committee, Country and thematic programs teams,
<b>Background</b>	<p>Aide et Action International (AEAI) is an international NGO, headquartered in Geneva, Switzerland. AEA International began its programs in 1981 and is now working in more than 20 countries across Africa, the Caribbean, Europe, South Asia, Southeast Asia and China to support the development of sustainable education projects with our belief in the universal right to a quality education.</p> <p>Activities in South East Asia and China started in 2001. Our approaches focus on early transformation during two time periods which are most critical in a child's schooling, Early Childhood Care and Education (ECCE) to basic education. Over 10 years of experiences along with local communities, partner organizations, and governments, we have implemented a number of projects in various locations.</p>		
<b>Position Overview</b>	<p>The job holder will be responsible for establishing and maintaining program development and Institutional funding strategic and operational plans for the region to maximize fundraising potential.</p>		
<b>Core Accountabilities</b>			
<b>Program development</b>			
<ul style="list-style-type: none"> <li>🌱 With the program head, develop a pipeline of programs / projects that secure new tied funding from institutional donors and major corporate and foundation funding as per budget;</li> <li>🌱 Identify, evaluate, and articulate recommendations to improve and strengthen projects which appeal to donors and expand the regional's project portfolio in strategic program areas whilst ensuring alignment with regional program strategic priorities;</li> <li>🌱 Build relationships and partnerships and negotiate with international and national partners as well as government and donors for existing and future program development opportunities within the relevant country;</li> <li>🌱 Remain current on latest funding trends, policies, and innovations for education that align with the organization's current and expanding core business;</li> <li>🌱 Work with Regional team and field-based program staff to develop and support country-level program development opportunities within the agreed priorities;</li> <li>🌱 Conduct regular field travel to determine feasibility of pursuing particular opportunities and independently engage with potential partners and potential staff to develop and support</li> </ul>			

- country-level program development opportunities;
- 👉 Makes recommendations on how to modify and improve Program Development tools for future programs within the regional priorities;
- 👉 Interact with regional representatives of multilateral organizations, donors and NGOs;
- 👉 Provide support for documentation of best practices, portfolio and development of M&E framework to promote program quality and learning in the region.

**Institutional Funding**

- 👉 Co-lead concept note and proposal development in response to specific calls for proposal, budgeting, including processing application with specific requirements;
- 👉 Participate in the elaboration, presentation and follow up of the proposals submitted to donors or funding agencies, including clarifications of the issues raised by donors;
- 👉 Evaluate and map the current programs to match with current institutional donor priority to prepare ahead for any upcoming calls;
- 👉 Provide quality assurance of institutional donor funded project implementation and assist in improving the quality of reporting for donors;
- 👉 Develop and update institutional donors/foundation database and provide regular alert on funding opportunities to all countries programs;
- 👉 Provide regular alert/suggestions to program implementation team on the various reports submission required by institutional donors.

**Person Specification**

<b>Qualification, knowledge and experience</b>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ A Master’s level degree in Project Management, Social Science, Education, International Development, International Relations, or related disciplines;</li> <li>▪ Specialized knowledge of the Southeast Asia region, countries and technical areas relevant to AEA;</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Education setting, and practice, theory of change, result-based management, project cycle management, measurement of quantitative and qualitative impacts;</li> <li>▪ Extensive knowledge with the institutional donors’ policies and guidelines, the arrangement of development projects and budgeting in conformity to donors’ guidelines;</li> </ul> <p><b>Essential experience</b></p> <ul style="list-style-type: none"> <li>▪ Extensive professional experience (minimum of 4 years) in international development / education (project, design, implementation and management and/or new business and proposal development);</li> <li>▪ Experience in working teams of diverse backgrounds and working in a global development;</li> </ul>
<b>Skills and</b>	<b>Skills:</b>

<b>Attributes</b>	<ul style="list-style-type: none"> <li>▪ Outstanding international skill – with the ability to work with multiple teams / working groups and effectively influence / engage at the executive level;</li> <li>▪ Advanced writing, editing, negotiation, and presentation skills;</li> <li>▪ Strong computer skills;</li> <li>▪ Demonstrated budgeting skills;</li> </ul> <p><b>Attributes:</b></p> <ul style="list-style-type: none"> <li>▪ An energetic self-starter with the resilience, pace, interpersonal flexibility and comfort with ambiguity to succeed within the evolving and sometimes demanding culture;</li> <li>▪ Ability to be flexible in the face of changing priorities and maintain a sense of humor.</li> </ul> <p><b>Desirable additional skill:</b></p> <ul style="list-style-type: none"> <li>▪ Bi-lingual: English and French languages</li> </ul>
<b>Others</b>	<p>Ability to travel domestically and internationally, for no less than 20% and usually not to exceed 30% of total working days per year.</p> <p>The job holder can be based in any country where AEA implement the programs but required to stay in Cambodia in the first 6 months.</p>

**AEAI vision and values**

 **Vision**

A world where each person’s dignity is assured through education which is central to human development

 **Values**

Our actions are guided by the values of freedom, respect, solidarity, equity, and integrity

1 <sup>st</sup> Line Manager	Functional Manager (if any)	Job holder
Signature, Date:	Signature, Date:	Signature, Date: