JOB ANNOUNCEMENT

Regional Operations Manager - AktivAsia Regional

About AktivAsia

AktivAsia are activist educators and facilitators passionate about activist learning. If we are going to win campaigns for justice and rights we need sharp strategies and increased participation in our campaigns. We need to bring more groups of diverse people, who withdraw their consent and cooperation from ‘business as usual’, into social change work. And if social change organisations are going to thrive, then education and training needs to be at the heart of the journey. Ongoing dynamic learning is core to social movements becoming bigger, smarter and stronger.

AktivAsia facilitates training, education, research and organising to catalyse powerful people movements.

About the Role

Location: Asia
Job Type: One year fixed term contract, with renewal based on successful performance review
Reports to: Managing Director
Salary range: AUD $30,500 - $37,500

In one sentence, this full-time job exists to ensure that the implementation of the AktivAsia program in Asia runs effectively and efficiently, considering the principles of high participation of its constituents, and accountability to its supporters.

AktivAsia is building a federated organisational structure with teams in four countries and a regional team that works with and supports the country teams in their work. The organisation is at a crucial stage in its growth and this role would be critical in codifying, monitoring, and improving processes and systems that ensure AktivAsia can perform as a high-performing organisation as it scales up its work and its impact in the next few years.

This role will assist AktivAsia in governance, financial management, systems and IT, and administration.
Key Responsibilities

Project Management
➔ Ensure projects are on track and support the MD and country leads in regular monitoring and assist with any course corrections or mitigation actions
➔ Ensure implementation of mission and business plan by enabling/providing all required operational and logistical support to the regional and country program teams
➔ Support board related activities and organisational reporting

Financial and Contract Management
➔ Own and drive the organisational budget and compliance
➔ Ensure financial compliance and institutionalise mechanisms for driving and monitoring compliance across all country teams
➔ Regularly track all cash-flows, maintain a schedule of all incoming revenues and outgoing disbursements, ensure all donor grant utilizations are complying with contract terms

Systems and IT
➔ Be responsible for all systems and IT across the organisation catering to both hardware and software needs
➔ Liaison and coordinate with IT vendors as and when required
➔ Drive policies and processes for data and online security, as necessary

Administration
➔ Own all HR processes, including setting up and maintaining key priority policies & procedures
➔ Liaison and coordinate with any HR consultants, recruiters as and when required
➔ Liaison and coordinate with any legal consultants, recruiters as and when required

Key Competencies and Criteria
Candidates are expected to have experience in assisting the implementation of medium-scale projects, passionate about coaching and community organising.

Key Competencies
The Regional operations manager should have:
➔ Intellectual Rigour – Should be able work independently and do the research required for decision-making support, should display intellectual curiosity, should be reliable, and can be counted on to not cut corners, has a broad understanding of more than one areas of work, can support decision making at a macros level while, simultaneously, guide junior staff members in operational matters
Relationship Building and Influence – Is an equal contributor to meetings on strategy and vision as well as in meetings on execution and logistics, is aware of trends, current happenings within the ecosystem

Functional expertise – Should be able to juggle and manage multiple projects, has expert knowledge of all the organisation’s work streams, takes on challenges actively and is solution-minded, is willing to be trained and undergo skill and knowledge enhancements

Team Work – Understands what other teams are doing and volunteers help, is able to break silos and join the dots for the team, can mentor other team members

Candidates are expected to meet majority of the following criteria:

- Have at least 3-5 years’ work experience in project implementation or other relevant work.
- Have effective communication skills.
- Proficient in professional English, both verbal and written.
- Able to work under minimum supervision, independently motivated, and have good self-management skills.
- Accustomed to working with remote collaborative work tools and devices.
- Able to work flexible hours to accommodate different time zones.
- Willing to travel.

**What will you get**

- Work with progressive, open-minded people who believe in the power of coaching as a way for personal development.
- Competitive salary and exposure to a cross-cultural and international work environment.

**Please send your resume and application letter** explaining why you want this job and responding to the above criteria, by email to: joinus@aktivasia.org by **Tuesday 15 November 2022**.

* AktivAsia is an inclusive organisation that provides equal employment opportunities. Women, Persons with Disabilities and LGBTQI+ are highly encouraged to apply!*