

POSITION DESCRIPTION

	Date 24-May-03	Revision Date(s) 18 Jan 08
Position Title Regional Program Manager (Mekong/SEA)	Position Number 916	
Department Regional Programs, Asia-Pacific	Reporting To (Title and Position Number) 604 Director, Regional Programs	
Cross Functional Department n/a	Cross Functional Reporting To (Title and Position Number) n/a	
Position Titles/Position Numbers Reporting to this Position		
912 Regional Program Advisor (HMF)	929 Regional Program Advisor (Mekong)	
1003 National Director (Cambodia)	1317 National Director (Vietnam)	
Other:		
<p>Detail Responsibilities/Duties (Please note that the responsibilities are not all inclusive, as changes to services are made and/or new responsibilities are identified they will be added as deemed appropriate)</p> <p>Reporting to the Director of Regional Programs, the Regional Program Manager manages Habitat for Humanity International's relationship with the National Habitat organizations in the Region. The Regional Program Manager is expected to influence and advise National governing body members and staff and to coordinate program support available through Habitat for Humanity International.</p> <p>DUTIES/AREAS OF RESPONSIBILITY:</p> <p>Program Support and Coordination:</p> <ul style="list-style-type: none"> • Coordinates HFHI support of National Organizations by international staff, officers and program specialists. Coordination includes developing and directing specific program interventions and activities by HFHI program support staff and following-up to see that the best use of expertise and time has been made. • Encourages members of National governing bodies and staff to implement Habitat program initiatives and innovations and to take advantage of HFHI support for: Church Relations, Youth Programs, Appropriate Construction Technology, Finance, Global Village, Program Planning and Monitoring and Evaluation, and Training. <p>Governance:</p> <ul style="list-style-type: none"> • Provides National Organization board development support, including strategic planning, organizational development, and other board fiduciary and program oversight responsibilities. • Monitors National Organization compliance with HFHI policies and agreements. Policies include those affecting best practices in governance and HFHI Standards of Excellence and National Organization requirements. Agreements include the Covenant, National Organization Agreement and annual Memorandum of Understanding. • In the event of non-compliance the Regional Program Manager works with the National Board of Directors or other governing body to develop remedial plans, monitors implementation and recommends disaffiliation if the remedial plans are not successful. <p>Funding:</p> <ul style="list-style-type: none"> • Monitors HFHI's transfer budget for National Organizations. • Reviews all grant applications directed to HFHI's Area Office. • Approves proposals which meet current policy standards for amounts not exceeding limits set in HFHI grant approval guidelines; recommends proposals for higher amounts to the Director Regional Programs. 		

- Recommends requests for National Organization support funding or for any special purposes, directing recommendations to the Director Regional Programs.

Resource Development:

- Assists members of National governing bodies and staff in the development of resource development plans: advising on plans, recommending partnerships, encouraging the development of grant proposals, placing skills, and recommending strategies that will assist National Organizations to move toward sustainability.
- Actively develops partnership and resource development opportunities, and manages HFHI's donor relations with regional partner organizations – corporations, churches, INGOs, bi-lateral and multi-lateral aid agencies and supra national organizations – to source financial and other support for Habitat programs.
- Draws on the support of the Director of Resource Development and other HFHI specialists as required.

Personnel Development:

- Supports and evaluates HFHI direct reports and works with National Organization staff to assist the organization in selecting and training staff who can contribute to organization objectives.

Report Management:

- Works with Area Office Finance and Administration Staff and HFHI's Finance Consultants to monitor compliance with HFHI's reporting requirements.

Skills Requirements (i.e. Language, Mathematical, Reasoning, Other)

- Fluency in written and spoken English required.
- Local language skill preferred.
- Excellent communication and presentation skills.
- Advanced skills in the use of spreadsheets, word-processing programs and the Internet.
- Cross cultural management skills.
- Familiarity with construction technology preferred.

Interactions (with others to exchange information, opinions, and concerns to resolve problems. Description should include the level of problem solving (basic to complex), how much supervision is required to implement change and whether these actions require interpretation of established policies and procedures.)

- National Board/Governing Body members
- Government, NGO Partners
- Donors, Corporate Sponsors and the Media
- National Staff
- Area Vice President
- Area Leadership Team
- HFHI Program Specialists

Organizational Level(s) Impacted (e.g.: AME Staff, National Directors, HFHI Staff, etc.)

- Asia Pacific Area.
- Regional Country Groupings.
- National Programs.

Budget/Financial Level/Stewardship and Financial Discretion

- The National Organizations managed by the Regional Program Manager receive a substantial percentage of HFHI's transfer budget.
- The Regional Program Manager oversees the disbursement of the transfer budget and influences total national budgets.

Working Conditions

Works in a well-equipped, modern office in Bangkok, Thailand. Significant time is spent on travel to the field as required.

Planning and Leadership Impact

- Has a major impact on the development of Regional and Area-wide strategic planning.
- Has a significant influence on Area results.

Policy Level Impact

Area, Regional and National policies will be impacted by the Regional Program Manager.

Experience Required

- Seven plus years of international experience.
- Five plus years of management experience with HFHI or other INGOs.
- Experience working on or with boards of non-profit organizations.
- Experience in partnership or resource development working with foundations or aid agencies.

Education Required

- Degree in related field such as International Development or International Relations or Social Work required.
- Masters Degree preferred.

Notes/Other

The Regional Program Manager will travel 25% to 35% of the time.

To Be Filled Out by Human Resources

Compensation Determination