

act:onaid Job Description and Person Specification

Job Title:	Executive Coordinator – Director for Humanitarian Response /Asia		
Job Family:	Executive Coordinator		
Directorate:	Asia /Humanitarian Response	Unit/Team:	IHART/Asia Regional team
Grade and Salary:	Grade D	Contract Type:	Permanent
Location:	Nepal ,Vietnam, Thailand , Jordan or Sri Lanka	Budget Holder:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Reports to: <i>(incl matrix reporting)</i>	Director of Humanitarian Response/Asia		
Direct Reports:	N/A		
Matrix Reports:	Secretary General Liaison Lead		
DBS (CRB) / Police Check:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Role Overview:	Offers first-class support to the Asia/ Humanitarian Response Director. This role is responsible for providing complex operational/strategic support across the full range of the Asia/ Humanitarian Director's responsibilities. The role also provides ongoing administrative support to Secretary General's Directorate, International Board, Governance Board, Development Committee, ensuring through a collaborative approach with other directorate executive assistants to create synergies and collaborative relationships are enabled a stronger and more collaborative Global Secretariate,		
Areas of Responsibilities	Key Activities		
Strategic Impact and contribution	Facilitates and enables a timely, efficient and effective delivery of the collective Directorate functions and objectives. Provide support to the Director's with dual mandates regional and functional.		
System, Policies and Procedures and Product Management	Provides operational and administrative solutions with Asia/ Humanitarian Directorate that bring greater efficiency to the GS		
Issue Resolutions, Crisis/Risk Management	Identify operational bottlenecks and conflicts and supports its resolution both at the directorate level but also working with other executive coordinators to address issues across the GS.		

<p>Communications, Influencing and Coordination</p>	<p>Supports and facilitate internal communications within the directorate, across the GS directorates and between the directorate and countries. This will include developing and monitoring any cluster specific SharePoint spaces.</p>
<p>Delivery on functional priorities</p>	<p>1. Executive Support to the Director</p> <ul style="list-style-type: none"> • To deal with all matters in a confidential and timely manner and be trusted implicitly with sensitive information. • Identify action Items from meeting minutes and agendas and assign to respective Heads and monitor the progress of Action Items allocated to respective Heads. In particular to monitor key actions coming from the International Leadership Team, the Global Leadership Team and the International Board and ensure they are communicated down to relevant members of the directorate and completion or updates on actions reported back up where appropriate. • Maintain and coordinate Director’s calendar and arrange and coordinate meetings. Ensure these meetings are aligned with GS level staff briefing. • Support directorates participation and representation in staff briefing agendas. <p>2. Project Management and team support</p> <ul style="list-style-type: none"> • Provide support in coordinating Directorate planning and reporting's per the planning and reporting cycle and timelines, including specific role in monitoring and reviewing Directorate budgets in liaison with assigned Management Accountant. • Maintains system to review Directorates own progress against internally agreed / externally communicated milestones and project plans. • Arrange national and international travel, venues, and accommodation. • Coordinate/ arrange s training and inductions for new team members. • Project management of all workshops, meetings, webinars, and virtual calls for all the above teams, including budget management. • Provide administrative support to the SG’s Directorate and support SG Office’s Liaison Lead with processessing of invoices and logistic support for key meetings sitting within this office. • Provide support to Internatioal Board Governance and Board Development committee including setting up meeting, minuting and working with governance lead to ensure agendas are well aligned with International Board and other committees. • Providing adhoc support to othe executive coordinators as and when required as part of a network of support within the GS. Play an active role in collaboration and coordination with other

	<p>executive coordinators and SG Office's Liaison Lead in created a stronger, more collaborative and coordinated GS.</p>
	<p>3. Procurement</p> <ul style="list-style-type: none"> • Process procurement requests through AAI's systems, including identifying and comparing suppliers, with some commercial negotiation (but not final decision-making) for both Asia/Humanitarian and SG's office Directorate. • Ensure budget-holder and Director sign off in line with AAI's procurement policy.
	<p>4. Financial support</p> <ul style="list-style-type: none"> • Review management accounts for Asia/ Humanitarian Director and work with finance to ensure the correct costs are posted to this cost-centre. • Assist with processing of payments to suppliers – including obtaining relevant authorization and coding of vouchers etc for both Asia/Humanitarian and SG's office Directorate. • Follow up on supplier queries. • Records management, including filing all finance records.

PERSON SPECIFICATIONS	
Education and Qualifications	<ul style="list-style-type: none"> • University graduate degree in communications, social study or other relevant discipline •
Essential Experience	<ul style="list-style-type: none"> • Substantial experience working in similar role for international organisation • Excellent administrative/office experience where initiative, problem-solving, liaising and diplomacy are required. • Experience of financial administration, including budget monitoring within an international organisation • Good experience of supporting Director / Senior leaders / Board. •
Essential Knowledge	<ul style="list-style-type: none"> • Adept at technology, familiar with standard Microsoft platforms and with social media and internet-based work-sharing and virtual seminar platforms.
Essential skills	<ul style="list-style-type: none"> • Excellent organisation skills and outstanding attention to detail. • Excellent interpersonal skills and ability to build good working relationships with multi-cultural teams spanning multiple geographies.

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	<ul style="list-style-type: none"> • High capacity for work output in order to meet tight deadlines and multiple priorities. • A business focus: the ability to identify areas of weakness, to propose changes, the interpersonal skills and knowledge to be able to facilitate the changes. Virtual working skills
Language requirements	<ul style="list-style-type: none"> • Excellent verbal and written communication skills in English, ability to inform and engage through written communication and inaccessible language.

People Management Responsibility		
Approximate number of people managed in total		0
Team members	This is an individual contributor role, no direct responsibility for leading others.	

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to ActionAid International culture and comply with organisation's values and practice, which are:

- Leading Innovation and Change Establish a culture of excellence in respective team that values experimentation and continuous improvement
- Feminist Leadership: Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)
- AAI Values Practice: Ensure personal and team culture that demonstrates all of AAI values including Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility

Prepared by: _____ Signature _____ Date: _____

Reviewed by: _____ Signature _____ Date: _____

Received by: _____ Signature _____ Date: _____

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