Regional Program Advisor – Southeast Asia

Summary
Cuso International is a development organization that works to reduce poverty and inequality through the efforts of highly skilled volunteers and collaborative partnerships. We are implementing sustainable development programs in over 19 countries in the areas of Inclusive Sustainable Economic Growth (ISEG); Health; and, Gender Equality and Social Inclusion (GESI), which are part of a portfolio value of over CAD$120 million for the next 2-3 years. As part of the Cuso International strategic direction, we must ensure the sustainability of our program funding in the long term, as well as the successful delivery and compliance of our international development projects and programs.

As the Regional Program Advisor (RPA), you will be responsible for supporting our three Country Program Offices (CPOs) in Laos, Myanmar, Philippines, in developing and delivering sustainable and results-oriented programs. This will harness your expertise in strategic planning and coordination, creating strong relationships with existing and potential donors and strategic partners, Monitoring, Evaluation, Accountability and Learning (MEAL), as well as writing high-quality program development materials.

You will be line managed by the Head of Programs for the region (currently based in Jakarta) and will work closely with three country teams as well as with key departments at the Headquarters in Ottawa, Canada.

Main Responsibilities

Program and Partnership Development
• Advise and provide support to the Country Program Offices (CPO) in the development of programs in the Southeast Asia Region
• In coordination with the Head of Programs, Country Program Offices and the Program Development Team in Ottawa, take the lead in identifying, planning, writing and editing relevant program development documents, ensuring a participatory and well-organized process
• Undertake independent research in finding resources for long-term financial sustainability of Cuso International in Southeast Asia Region and suggest innovative ideas for effective resource mobilization
• Ensure that accurate and up-to-date information about program development efforts are maintained in relevant databases and filing systems
• Build program teams’ skills, capacities and systems related to program and partnership development
• Support program teams in developing and deepening existing partnerships at regional level
• Develop and maintain excellent relationships and networks with existing and potential partners and contribute to increasing Cuso International’s profile

Monitoring, Evaluation, Accountability and Learning (MEAL)
• Participate in and contribute to MEAL efforts in the region
• Motivate, guide and support program teams to do program Monitoring and Evaluation
• Provide quality control to the Country Program Offices in the region with regards to their monitoring and reporting – ensuring that high-quality reports and data collection are being undertaken
• Support and provide capacity building to the CPOs to ensure that they understand the tools, processes and systems that support MEAL in the organization
• Lead on, and contribute to, the development and revision of MEAL tools and templates for collecting data, developing partnerships and planning and reporting with volunteers
• Contribute to the process of fostering organizational knowledge sharing and learning.
• Participate in and/or lead on global program quality improvement processes, under guidance of Head of Programs, Southeast Asia Region and/or Global Lead, MEAL.

Other Responsibilities
• Contribute to activities aimed at improving program quality and strategic direction for the region, under guidance of the Head of Programs and/or Line Manager
• Support the creation or improvement of regional communications and marketing materials for the organization, such as brochures and reports
• Maintain an understanding of Cuso International’s programming, including its interventions through volunteers
• Perform other duties and tasks as required in non-routine circumstances
• Represent Cuso International at various events and workshops

Job Qualifications

Essential

Education
• University degree in a related field, preferably at Master’s degree level

Experience
• At least 5 years of experience with an international development organization focusing on program development and program funding
• A proven track record of securing program funding
• Experience providing capacity building, mentoring and/or support to field staff on MEAL
Knowledge
• Significant knowledge of MEAL systems and frameworks
• Knowledge of donors that support work in the livelihoods sector (particularly DFATD/GAC and USAID, foundations and corporations)

Capacities, Skills and Competencies
• Strong capacity to build and manage relationships with a variety of partners (e.g. aid agencies, private sector, government, NGOs, multilateral agencies)
• Strong writing ability and experience in preparing information briefs, concept notes and proposals
• Ability to effectively use data collection tools, reporting templates and guidance documents on MEAL
• Ability to make decisions and take initiative, as part of managing a complex and varied workload
• Strong written and verbal communication skills in English
• Excellent negotiation skills and the ability to persuade and influence others
• Excellent computer skills and proficiency with Word, Excel, Outlook, and web-based research
• Flexibility

Others
• Willingness to travel for approximately 20% of the time within the region and abroad
• Willingness to be self-servicing, with a proven ability to work as part of a team as well as independently

Desirable
• Experience working with Global Affairs Canada (GAC) and other development agencies
• Experience designing budgets
• Experience using electronic/online monitoring and evaluation systems
• Experience living and working as an international volunteer or experience hosting an international volunteer
• A proven ability to work as part of a team as well as independently

To apply
Submit the following application form:
https://www.surveymonkey.com/r/N6SNRVS as soon as possible, by September 6, 2017 at the latest.