

Middle Level Position

Strategy, Planning, and Monitoring & Evaluation (M&E)

This role supports ACAI's strategic initiatives by leading the development, implementation, and monitoring of organizational strategic plans. It involves conducting critical analyses, managing risks, fostering stakeholder collaboration, and supporting fundraising efforts to ensure ACAI's objectives align with ASEAN's priorities for active aging and sustainable development.

KEY RESPONSIBILITIES

1. Strategic Planning

- Develop and implement adaptive strategic plans that align with the organization's goals and are responsive to regional trends, risks, and emerging needs.
- Create a dashboard that tracks strategic goals and progress, providing regular updates to leadership.
- Facilitate workshops with key stakeholders to adapt strategic plans based on real-time insights from ongoing projects.

2. Planning & Implementation

- Coordinate development of annual and operational plans using data from real-time tracking, ensuring measurable KPIs are aligned with organizational goals.
- Use resource management software to allocate and track human, financial, and technical resources efficiently.
- Collaborate with Operation Level to maintain the dashboard, ensuring data is consistently accurate and up-to-date.

3. Monitoring & Evaluation (M&E)

- Design and manage an adaptive M&E framework that includes real-time data collection and updates to meet changing project needs.
- Use advanced M&E software to set up performance indicators and generate insights, regularly updating the framework for dynamic environments.
- Lead monthly evaluation sessions to review and adjust based on recent performance data.

4. Risk Management

- Conduct periodic risk assessments using risk management software, documenting all identified risks and recommended mitigation strategies.
- Coordinate with Operation Level to monitor risk factors and update risk data, ensuring a proactive approach to risk mitigation.
- Facilitate risk scenario planning sessions to prepare for potential challenges and review mitigation plans.

5. Stakeholder Engagement and Collaboration

- Lead engagement initiatives with key external stakeholders, utilizing collaboration tools to ensure alignment and gather sector-wide insights.
- Coordinate knowledge-sharing activities, such as workshops, to enhance partnership effectiveness and strengthen network ties.
- Collaborate with Operation Level on the logistics and follow-up for stakeholder engagement, ensuring consistent communication.

6. Reporting & Knowledge Dissemination

- Develop comprehensive reports using Power BI and Tableau, providing strategic insights for leadership.
- Create feedback loops by leading monthly knowledge-sharing sessions that disseminate M&E findings across the organization.
- Develop internal newsletters and reports to keep all departments informed on M&E updates and lessons learned.

7. Fundraising and Resource Mobilization

- Support leadership in identifying and pursuing funding opportunities, including grants, partnerships, and donor engagements, to align with ACAI's strategic goals.
- Collaborate with cross-functional teams to develop funding proposals that reflect ACAI's mission and program priorities.
- Foster relationships with donors, private sector partners, and regional stakeholders to enhance fundraising efforts and program sustainability.
- Assist in monitoring and reporting on fundraising performance to ensure alignment with organizational objectives and strategic priorities.

8. Team Structure and Capacity

- Lead capacity-building sessions for the team, focusing on advanced M&E, data analysis, and strategic planning.
- Mentor Operation Level staff, developing their skills in project management and advanced M&E tools, ensuring seamless support for strategic initiatives.

QUALIFICATIONS

1. Educational Background

- At least a Master's degree in Health, Business Administration, Economics, Social Sciences, Development Studies, or a related field is required. A specialization or advanced degree in Public Health, Strategic Management, or Monitoring & Evaluation (M&E) is strongly preferred.

2. Experience in Strategic Planning and M&E

- Minimum of 5+ years of experience in strategic planning, monitoring and evaluation, or a related field, with a strong preference for experience in international or regional planning and managing complex M&E frameworks.

3. Technical Proficiency

- Advanced proficiency in data visualization and analytics software, such as Power BI or Tableau, and experience with M&E-specific software like DevResults or LogAlto.
- Familiarity with project management tools (e.g., MS Project, Asana) to effectively coordinate planning and resource management processes.

4. Risk Management Expertise

- Demonstrated experience in conducting risk assessments and familiarity with risk management tools (e.g., RiskWatch, Protecht) for proactive identification and mitigation of strategic and operational risks.

5. Stakeholder Engagement and Collaboration Skills

- Proven experience working with cross-sector stakeholders, including government agencies, NGOs, and private sector partners, with strong skills in external partnership development and collaboration.

6. Advanced Analytical and Problem-Solving Skills

- Strong ability to synthesize complex data into actionable insights, with experience in scenario analysis and strategic adaptability to respond to changing trends and challenges.

7. Communication and Reporting

- Excellent communication skills, with experience in preparing and presenting comprehensive reports to senior management and external stakeholders, as well as facilitating organizational learning sessions.

8. Leadership Skills

- Demonstrated ability to lead and inspire multidisciplinary teams, fostering a collaborative and high-performing work environment.
- Proven experience in decision-making, mentoring, and guiding teams to achieve strategic objectives.
- Strong capability to manage competing priorities and adapt leadership style to align with organizational needs and challenges.

9. Language

Fluency in both written and spoken English is required. Proficiency in additional languages, especially Asian languages, will be considered a plus.

10. Nationality

Applications are invited from **all nationalities**; however, candidates who are nationals of ASEAN countries are preferred.

REMUNERATION AND BENEFITS

A competitive remuneration package, including allowances, will be offered based on the candidate's qualifications and experience, in accordance with ACAI's rules and policies.

The successful candidate is expected to commence duties as soon as possible. The initial contract will be for a term of four years, subject to a four-month probation period. Renewal of the contract beyond this term will be contingent on the continuation of the post, availability of funding, and satisfactory performance, as agreed by ACAI and the staff member.

Location

3rd Floor, Building 4, Department of Medical Services, Ministry of Public Health, Tiwanon Road, Talat Khwan Subdistrict, Muang District, Nonthaburi 11000, Thailand.

How to Apply

Interested applicants are invited to submit the following:

1. A detailed CV, including the most recent passport-sized photograph.
2. Certified true copies of educational certificates and relevant qualifications.

Submission Instructions:

- Applications must be sent via email to secretariat@asean-acai.org.
- Please include the subject heading: "Application for [Position Name]".

Important Notes:

- Incomplete applications will not be considered.
- Applications must reach ACAI no later than **30 December 2024**.

Selection Process

- Only shortlisted candidates will be notified.
- ACAI is committed to diversity and encourages applications from qualified individuals of all backgrounds.
- The Selection Committee's decision will be final.