THE AHA CENTRE
INVITES ASEAN NATIONALS TO APPLY FOR THE FOLLOWING VACANCY

TERMS OF REFERENCE

Job Title : Executive Director (ED)
Reporting to : AHA Centre’s Governing Board

Broad Statement of Function

Guided by the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) and the Agreement on the Establishment of the AHA Centre:

- Lead and manage AHA Centre’s activities pertaining to:
  - Preparedness and Response;
  - Risk Assessment, Early Warning, Monitoring, Knowledge Management;
  - Recovery, Prevention and Mitigation; and
  - Partnership, Resource Mobilisation & Corporate Affairs.
- Maintain rapport and communication linkages with National Disaster Management Organisations (NDMOs), other humanitarian assistance partners, such as the UN, the Red Cross and Red Crescent Movement and other international organisations;
- Oversee day-to-day operational activities of the AHA Centre;
- Identify potential areas of cooperation programmes and projects to further improve the performance of the AHA Centre;
- Implement activities to attain objectives as stated in specific plans of action, such as AADMER work programmes and strategic work plans of the AHA Centre;
- Ensure continuing professional development by conducting performance management and people development practices; and
- Carry out any other assignments as tasked by the AHA Centre’s Governing Board.

Primary Responsibilities

Manage and supervise AHA Centre activities and ensure a high level of professionalism in those areas

- Facilitate the process of developing a management plan for disaster management by translating the mandate, role and functions of the AHA Centre into actionable plans and work programmes;
- Monitor regional and international issues on disaster management policies and development cooperation that may impact on or be of interest to ASEAN;
• Initiate and develop appropriate strategies and policy initiatives, cooperation frameworks and work programmes to address the challenges and needs of ASEAN, through closer relations with Dialogue Partners and Member States in identifying strategies to enhance relations and development assistance programmes and projects in ASEAN on disaster management;
• Develop innovative ways for mobilising resources from internal and external sources to support the AHA Centre’s cooperation activities;
• Manage relationship, explore partnership and develop network of contacts both within ASEAN bodies, Dialogue Partners, foundations, regional and international organisations as well as private sector;
• Direct the deployment of an on-site AHA Centre Liaison Officer(s) to facilitate coordination between assisting entities and affected country;
• Facilitate the coordination of joint emergency response to assist countries affected by disaster including the deployment of ASEAN-Emergency Rapid Assessment Team (ERAT), Standby Arrangement for relief supplies and expertise, drawing down of the ASEAN Disaster Emergency Stockpile, and mobilisation of experts and/or Search and Rescue (SAR) teams to the affected countries;
• Manage, where possible and appropriate, the facilitation of exemptions and/or processing of transit of personnel, equipment, facilities and materials in respect of the provisions of assistance;
• Facilitate relevant training and/or simulation exercises to maintain the applicability of standard operating procedures and test emergency preparedness and strengthen coordination mechanism, including the ASEAN Regional Disaster Emergency Response Simulation Exercise (ARDEX), ASEAN Regional Forum (ARF) Disaster Relief Exercise (DIREX) and others;
• Initiate and develop technical cooperation activities to further improve the performance of the AHA Centre;
• Initiate and facilitate scientific and technical research activities to improve disaster management in the region;
• Follow and carry out preparedness, response, assessment and monitoring procedures as stipulated in the ASEAN Standby Arrangements and Standard Operating Procedures (SASOP);
• Initiate and maintain partnership arrangements with key humanitarian assistance entities from the UN, international organisations, the private sector and INGOs with a view to strengthen and enhance the work of the AHA Centre;
• As Secretary to the AHA Centre’s Governing Board, prepare annual reports on the operations of the Centre, consult the Governing Board on activities impacting on Member States’ policies, after each disaster event, report on what and how the Centre assists and propose how the operations can be improved to further minimise losses;
• As Secretary of the AHA Centre’s Governing Board, prepare reports, issues to be raised, draft agenda and organisation of the meeting;
• Coordinate with Secretary-General of ASEAN as the ASEAN Humanitarian Assistance Coordinator during an emergency situation;
• Oversee and ensure appropriate regulations are in place to govern the AHA Centre’s operational activities pertaining to corporate affairs, i.e. finance, administration, human resources and ICT services, as well as matters associated with the hosting of the Centre in Jakarta;
• Prepare briefs, papers and various reports on AHA Centre’s cooperation activities, keeping the AHA Centre’s Governing Board, the ACDM, and where appropriate or requested, the ASEAN Secretary-General, informed of key and/or specific developments; and
• Manage legal aspects of the AHA Centre and ensure that activities of the Centre are legally sound.

**Oversee day-to-day operational activities of the Centre, including staffing and financial management matters**

• Manage and monitor the allocation of resources (staff utilisation) and ensure the effectiveness and balance of workload amongst staff;
• Monitor and be accountable for the utilisation of budget allocated to the AHA Centre; and
• Monitor implementation of cooperation projects related to the AHA Centre.

**Ensure continuing professional development by conducting performance management and people development practices**

• Supervise and conduct performance appraisal for staff members and ensure their continuing professional development;
• Conduct performance coaching and counselling to facilitate staff members in achieving optimum performance; and
• Continuously develop the competencies of staff members through plans, programmes and assignments.

**Provide leadership in aligning the activities of the division to the overall mandate, role and functions of the AHA Centre**

• Establish direction: set performance goals of his/her staff within the agreed-upon parameters;
• Align people: communicate direction to all those whose cooperation may be needed so as to influence the achievement of the AHA Centre’s role and functions; and
• Motivate and inspire people: guide staff to overcome political, bureaucratic, and resource barriers in performing their day-to-day activities.

**Qualifications**

• ASEAN national;
• Minimum of Master’s Degree in relevant disciplines;
• Fifteen (15) years of work experience with ten (10) years in a leadership or senior management position is desirable. Proven track record and exposure to disaster management in a government-setting is a must, with experiences working with other humanitarian assistance partners, such as the UN, the Red Cross and Red Crescent Movement and other international organisations;
• Have a good understanding, good capability and strong communications skills to work with Governments of the ASEAN Member States, ASEAN Dialogue Partners, other relevant partners and stakeholders;
• Have a strong passion for ASEAN’s aspirations and visions;
• Experience in dealing with a broad spectrum of areas in disaster management and developmental cooperation at the regional or international environment;
• Experience in managing a broad range of activities dealing with various international organisations and related institutions;
• Knowledge of ASEAN and its regional frameworks in disaster management, such as the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) and AHA Centre, will be an advantage;
• Good leadership, communication, and relationship management with good command of oral and written English as well as ability to work in a multi-cultural setting;
• Good health and able to travel, work beyond office hours and in a challenging environment.
• The selected candidate needs to be able to start work on 28 Aug 2021.
• The selected candidate may be required to serve a 14 days quarantine upon arrival in Jakarta.

Application Process

The AHA Centre urgently invites the best, most-talented, and highly-motivated individuals from the ASEAN Member States to apply for this position by latest 7 April 2021 (COB).

You may apply by sending your application to admin@ahacentre.org, highlighting your suitability and potential contribution to the position together with a detailed CV, certified true copies of educational certificates obtained and completed AHA Centre Employment Application Form.

Please visit our website for detailed information on the job application. https://ahacentre.org/job/

Please ensure that the total size of your email, including attachments is no more than 5 MB.

Please indicate the name of the position that you are applying for on the subject of your email. Incomplete applications will not be considered.

*The Selection Committee’s decision is final, and only shortlisted candidates will be notified.*

For more information on the AHA Centre, please visit www.ahacentre.org/job/

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