

POSITION TITLE	:	Executive Director
DURATION OF CONTRACT	:	Three (3) years
DUTY STATION	:	ACB Headquarters, Los Baños, Laguna, Philippines
REPORTING TO	:	ACB Governing Board

TERMS OF REFERENCE

A. BACKGROUND

The ASEAN Centre for Biodiversity (ACB) is an intergovernmental regional centre of excellence established through an agreement among the Governments of the Member States of the Association of Southeast Asian Nations (ASEAN) in 2005. The ACB facilitates cooperation and coordination among the members of ASEAN, and with relevant national governments, regional and international organisations, on the conservation and sustainable use of biological diversity and the fair and equitable sharing of benefits arising from the use of such biodiversity in the ASEAN region. Since its establishment, the ACB has lived up to its mandate of strengthening national and regional capacity for biodiversity conservation.

The Office of the Executive Director (OED) has the principal responsibility, and accountability in crafting and pursuing the Centre's vision and mission and translating these into strategic goals and operational activities. The OED also ensures the Centre's sustainability through effective resource mobilisation, planning and strategy, and establishes links and networks with external organisations.

The ACB is seeking dynamic, innovative and committed candidates for the position of Executive Director who shall directly manage the overall administrative affairs and operational thrusts and activities of the Centre.

B. SCOPE OF DUTIES

Reporting to the Governing Board of the ASEAN Centre for Biodiversity (ACB), the Executive Director will be responsible and accountable for the overall operations of ACB which includes overall direction and management of human and financial resources and overall development, planning, coordination and monitoring of activities of the Centre. The Executive Director will provide leadership to enable the operations of the ACB and undertake the strategic activities to ensure that the ACB will be financially self-sustainable in the long term. The Executive Director shall:

- 1) Administer the Centre and its programmes with a view to ensuring that the Centre fulfills its purpose;
- 2) Prepare annual work programmes, plans, budgets, financial statements or any other documents for the consideration of the Governing Board;
- 3) Appoint, subject to the confirmation of the Governing Board, manage and supervise key professional staff of the Centre;
- 4) Appoint, manage and supervise supporting staff, consultants and experts of the Centre;

- 5) Develop and implement strategies to ensure appropriate funding for programmes and institutional activities relevant to the purpose and functions of the Centre;
- 6) Lead the planning and undertaking of strategic resource generation activities to ensure operational and financial sustainability of the ACB;
- 7) Establish and maintain linkages with international and regional development partners and the donor community, non-government organisations, professionals organisations, scientific and research organisations, the business sector and relevant stakeholders to leverage resources in support of the Centre's activities;
- 8) Provide advisory services to the ASEAN Member States in all biodiversity areas and concerns;
- 9) Represent the Centre in relevant activities in the international and regional biodiversity;
- 10) Report on the implementation of the activities of the Centre to the Governing Board; and
- 11) Perform such other duties as may be required by the Governing Board.

C. QUALIFICATIONS

Education and Work Experience

- Master's Degree in environment, strategic management, economics or any of these related fields and 20 years of related work experience *or its equivalency requirements*:
 - a) Bar eligibility and 20 years of related work experience; or
 - b) PhD in environment, strategic management, economics or any of these related fields and 18 years related work experience.
- Has at least 20 years of relevant working experience, with substantial experience at the senior management level, preferably in government, regional or international organisations of a multidisciplinary/multilateral nature.
- Excellent networking and resource mobilisation capabilities, has multi-disciplinary and/or scientific background and with experience in an international and multicultural environment preferably in the ASEAN context.
- Must have good knowledge and experience on environmental issues in the ASEAN context, particularly on biodiversity conservation and sustainable management and fair and equitable use of natural resources.

Skills

- Must possess excellent leadership, managerial, strategic and programme/ portfolio management skills.
- Has established good working relationships with governments, intergovernmental organisations, international organisations, non-governmental organisations and the private sector.
- Must have high organisational and motivational skills, must be a good communicator, and believe in the goals and values of the organisation.
- Must be a resident of the ASEAN region for at least 20 years and must have excellent command of at least one ASEAN national language.

Nationality

- Must be a citizen of an ASEAN Member States.

D. COMPETENCY REQUIREMENTS

Core Values

- Integrity, professionalism, and respect for diversity
- Cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly
- Prudence, dependability, and accountability

Core Competencies

- Leadership, communication, management, planning, and organising, accountability and technological awareness.

E. APPLICATION PROCEDURE

Applicants should prepare the following and send all to acb.hr@aseanbiodiversity.org:

1. A letter of intent of no more than two pages, elaborating how his/her qualifications and experiences make him/her suitable for the position. **JP 2024-27 Executive Director** should be indicated in the aforesaid letter.
2. Updated *curriculum vitae*, and diploma, or transcript of records and,
3. A completed Job Application Form (which can be downloaded [here](#))
4. Portfolio of past, and present positions and designations held; projects managed/implemented, and other supporting documents.

Interested applicants are advised to visit www.aseanbiodiversity.org for further details on eligibility and documentary requirements for the subject post. The deadline for submission of completed applications is on **30 September 2024**. Only applications with complete documentary requirements (letter of Intent, *curriculum vitae*, diploma, or transcript of records completed Job Application Form, and portfolio of past and present positions) will be processed. Applications received beyond this date will not be considered. All applicants will be given notice as to the status of their application. Previous applicants may apply again.

F. ADDITIONAL INFORMATION

The ACB does not ask for payment at any stage of its recruitment process (application, processing, training, interviewing, testing or other fees) nor authorises anyone to officially receive applications from prospective candidates, except through the ACB Human Resources Division. We advise the public to be vigilant when dealing with financial transactions online and to report any suspicious individuals or accounts representing the ACB.