

GERES SOUTH EAST ASIA REGIONAL DIRECTOR (M/F)

YANGON, MYANMAR – 12 MONTHS CONTRACT - RENEWABLE

CONTEXT

Created in 1976, Geres is an international development NGO which works to **improve living conditions and fight against climate change and its impacts**. As a field player, the energy transition is a major lever for its action. For ambitious societal change, Geres encourages the development and dissemination of innovative and local solutions, it supports climate-energy regional policies and it mobilizes all the players around Climate Solidarity by encouraging them to act and support the most vulnerable.

In Southeast Asia, Geres has 25 years of experience in providing locally adapted, affordable and transferable energy solutions, with a focus on wood and biomass energy, to improve the resilience and the livelihoods of rural communities, empower local stakeholders and contribute to the sustainable management of natural resources.

Geres is currently working in Cambodia and Myanmar with ambition to pursue portfolio development in those 2 countries but also to start operational activities in other countries in the region.

2020 is a pivotal year for Geres in terms of strategic development in the Southeast Asia region. With 25 years of regional experience, the organization can count on solid foundations in terms of landscape anchoring and knowledge of the context. Yet the challenges of energy transition and conservation of natural resources remain immense, and the interventions proposed by Geres remain more relevant than ever.

The main challenge for the new Regional Director will be to re-deploy a portfolio of projects in the region, building on the expertise acquired by Geres in the region, but also in other contexts of intervention. Programs on Energy Access for domestic and productive uses are on development in remoted areas and some cold mountainous regions could require actions for fighting against energy poverty.

MISSION

The Regional Director is the head of Geres in Southeast Asia, and its official representative. (S)he runs the team, and develops the project portfolio at the Regional level.

(S)he is directly responsible for

- the portfolio development, strategic business planning and economic steering of the Region;
- interfacing with fellow Geres entities (other Regions, GEX) about global projects, and contributing to Geres global development;
- the management and coaching of her direct team;

- security management at regional level;

Through her-his team of Country Representatives, (s)he supervises, ensures and coordinates:

- the planning, management and implementation of the countries' portfolios of activities;
- the management and coordination of the countries' operations, human resources and teams.

These responsibilities apply in compliance with the global framework of Geres, notably: charter of ethics, mandate, global strategy, shared costs recovery rules.

(S)he works under the supervision of the Executive Director based in the Headquarters in France and is the favored interlocutor of headquarters shared services and other Geres branches regarding portfolio (current and possible developments) and team in the Region.

ACTIVITIES

1. Lead and animate the regional strategy in coherence with the associative project and the global strategy of Geres

- Analyze the regional environment and country contexts, in support of the Country Representatives (Cambodia, Myanmar), in collaboration with Gex (Geres expertise) colleagues or through the organization of prospecting missions
- Analyze the strengths and weaknesses, opportunities and risks for Geres in the region
- Lead the development of the regional strategy with team and propose it to management
- Contribute to the fundraising strategy towards private donors
- Propose an action plan to operationalize the regional strategy
- Pilot the implementation and adapt the strategy

2. Develop the project portfolio in line with the regional strategy

- Analyze and manage the regional project portfolio size (in line with the region's budget)
- Monitor funding and partnerships opportunities
- Develop a network of relevant actors
- Prepare and follow the Geres internal engagement process for new projects
- Supervise activities implementation, coordinating project set-ups, ensuring quality and budgetary consistency
- Organize experience sharing within the region and with others, facilitating new ideas emergence
- Encourage and facilitate collaborations between teams locally and GEX team

3. Ensure regional security management

- Monitor timely update of security documents
- Validate the country security documents under the supervision of the Executive Director
- Support crisis management, manage incidents and analyze in which context the happened
- Monitor the evolution of intervention contexts with country Representatives

4. Supervise financial and administrative management at regional level

- Lead the development of the regional budget, submitting it to the management for validation
- Supervise budget execution and review it in collaboration with HQ financial team
- Make sure that the country representatives ensure compliance with the national legal & regulatory frameworks

5. Supervise human resources management at regional level

- Define a team organization adapted to the regional strategy
- In compliance with Geres HR policy for national employees, supervise the development of HR policy for each country and submit it to the management for validation
- Ensure internal HR process are applied and comply with the legal & regulatory framework in each country

6. Manage and lead the regional team (Country representative / regional positions)

- Ensure hierarchical management of his/her team (recruitment, training, interviews, working time, planning and prioritization...)
- Facilitate new colleagues' integration and familiarization with Geres strategy and process
- Develop skills and support members of his/her team
- Animate team life and ensure flow of information and team dynamics between regional countries, with other regions and Geres global.
- Ensure well-being and good working conditions for his/her team
- Ensure that Geres' global decisions are implemented at the team level

7. Ensure the quality of the interventions

- Lead the alliance strategy and facilitate partnership relations
- Supervise quality of intervention at each phase of project cycle
- Coordinate and support the implementation of evaluation and capitalization activities
- Foster collaborations with HQ Quality manage, GEX team and other regions

8. Ensure communication and external representation

- Make sure that local communications are compliant with Geres communication strategy and charter
- Ensure feedback from countries to HQ communication team
- Represent Geres in relation with partners institutions and other interlocutors at regional and country level, in support of the country representatives.

9. Participate in Geres' executive governance

- Contribute to the overall strategic exercise: development, implementation and follow-up
- Participate in decision-making within the Geres' executive committee
- Provide news from its region to the board of trustees when requested,
- Share regional situations that could impact Geres as a whole

REQUIREMENTS

REQUIRED PROFILE

Training

Master degree and/or significant experience in political and social sciences, international development or equivalent.

Experience

- Minimum 7 years of professional experience in international development required among which one NGO experience.

- Experience in developing and implementing a strategic exercise required
- Proven experience in a management and team coordination role, demonstrating an ability to assume responsibility and decision-making is required,
- Long field experience (5 years), in a development context required ; experience in South East Asia would be an asset.
- Experience in structuring a country representation required
- Experience in managing complex and consolidated budgets required
- Partnership management experience required
- High level representation and networking experience required
- Previous and proven experience in portfolio development and qualitative project management is required.

Skills and competencies

- **Required** skills and competencies:
 - Excellent internal and external interpersonal skills, integrating the intercultural dimension
 - Strong and proven networking capabilities
 - Ability to represent the structure at different levels
 - recognized project proposal development skills
 - Ability to synthesize and analyze
 - Excellent management capabilities
 - Excellent writing skills
 - Ability to build consensus in complex and constrained situations
 - Autonomy and flexibility
 - Taste for challenge, rigor and strong attention to the quality of the intervention
 - Mastery of the MS Office suite
 - Excellent English skills, both written and spoken are required + operational French level
 - Adaptability to changing work contexts; peak workloads and mobility
- **Appreciated** skills and competencies:
 - Able to support and strengthen his/her colleagues' skills
 - Able to integrate the theory of change in activities development and implementation
 - Familiar with inclusive development issues
- Skills and competencies that would be **an asset**:
 - Knowledge of energy issues, climate, economic development, local development would be a strong asset

CONDITIONS

- 12 months contract (renewable)
- Full time with days off in lieu
- Starting date: as soon as possible
- Position based in Yangon, with travels to Cambodia and other countries in South East Asia

- Salary based upon profile, experience and Geres salary grid
- 26 paid leaves per year
- 420 USD expatriation allowance (paid locally), annual leaves bonus, health insurance (50% covered by GERES), retirement, unemployment, repatriation insurance

TO APPLY FOR THIS POSITION

To apply, please fill in the form online via the following link <http://job.geres.eu/?action=ref&id=96> and attach your résumé (no more than 3 pages) and cover letter. Selected applicants will be called for an interview.

Applications will be considered as they are submitted. Geres can decide to end the recruitment process before the deadline.