
Position Title:	Business Coalitions Operational Support Manager
Salary:	Competitive local salary commensurate with the preferred candidate's experience will be negotiated. Package will include private medical insurance for the employee and eligible dependents, life insurance, flexible work schedule, De Minimis Benefits, and others.
Position Location:	Makati City, Metro Manila, Philippines
Position Type:	Locally engaged, project-based employee
Estimated Start Date:	1 August 2019
Application Closing Date:	10 June 2019

Overview

Thank you for your interest in the position.

This document includes information on the following:

- Summary of the Investing in Women;
- Introduction to Abt Associates;
- Application process;
- Terms of Reference; and
- Key Selection Criteria.

Please read this document carefully as applications that vary from the specified requirements may not be accepted.

Investing in Women

Investing in Women is an initiative of the Australian Government that catalyses inclusive economic growth by contributing towards women's economic empowerment in South East Asia.

Established in 2016, Investing in Women uses innovative approaches to improve women's economic participation as employees and as entrepreneurs and to influence the enabling environment to promote women's economic empowerment in the Philippines, Indonesia, Vietnam, and Myanmar. Investing in Women focuses on the following pathways:

- Workplace Gender Equality - We partner with influential businesses and coalitions to drive gender equality by shifting workplace culture and practices and support business to address policy barriers to advancing WGE.
- Impact Investment for Women's SMEs – We establish blended finance instruments with leading impact investors to move capital with a gender lens for women-owned and women-led Small and Medium Enterprises (SMEs) and we develop partnerships with industry networks and strategic intermediaries to normalise gender lens investing principles across the growing impact investing field.
- Influencing Gender Norms – We work with advocacy partners to shift harmful attitudes and practices that entrench discrimination against women in the world of work.

Further information can be found in the website: www.investinginwomen.asia

Abt Associates – Who We Are

Investing in Women is implemented by Abt Associates - a mission-driven, global leader in research, evaluation and implementing programs in the fields of health, social and environmental policy, and international development. Known for its rigorous approach to solving complex challenges, Abt Associates is regularly ranked as one of the top 20 global research firms and was named one of the 40 international development innovators. The company has offices in the U.S., Australia and the U.K., and program offices in more than 50 countries. Abt Associates head corporate office is in Brisbane Australia with a program office in Canberra, Australia. Abt's representative country office and Investing in Women Operations Hub is based in Makati City, Philippines.

Abt Associates has a strong commitment to gender equity, diversity, and inclusion and encourages applications from experienced and capable women, people with a disability, and people from highly diverse backgrounds. Abt Associates has a personal commitment to its staff and as such we value the long-term relationships that we build with the people who work with us.

Abt Associates is a child safe organisation and promotes the safety, wellbeing and inclusion of all children.

For more information about our company and what we do visit our website at www.abtassociates.com

Our Values

Mission-Driven.

We are united by our mission to improve the lives of people worldwide.

Global.

We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today's world.

Committed to Excellence.

We strive to meet and exceed the highest professional standards.

Collaborative.

We know that working collaboratively produces excellence.

Accountable.

We take responsibility for what we do and how we do it.

Balanced.

We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.

Preparing Your Application

Please read the following information carefully as incomplete applications may not be accepted.

To submit an application:

1. Prepare an application cover sheet or letter referencing the position you are applying for and your contact details;
2. Attach a copy of your resume or CV to the coversheet;
3. Prepare a statement addressing the key selection criteria (maximum three (3) pages).

This document should clearly describe how your skills, experience and qualifications will enable you to meet the requirements of the position; and

4. Provide details of at least three (3) professional referees (preferably your current supervisor and two (2) previous supervisors).

You will need to submit a separate application (including Application Cover Sheet and responses to the Key Selection Criteria) for each position that you apply for.

Lodging Your Application

1. Visit the Abt Associates website (www.abtassociates.com) and navigate to the 'Careers' section

2. Locate the position you are applying for and select 'Job Details', and
3. Click on the 'Apply Online' button and follow the prompts.

Should you experience any difficulties with the submission process, or have any questions about this role, please contact:

Contact Name: Fleur Jackson, Talent Acquisition Administrator
Email: fleur.jackson@abtassoc.com.au

Other Points to Consider

If you are successful in being short-listed or are selected for this position you may be required to meet fit for work requirements, successfully complete a police check, pass global sanctions and social media checks, validate your relevant professional qualifications and registrations, and pass any other tests or checks deemed necessary.

Only shortlisted applicants will be contacted.

Terms of Reference

Position Title:	Business Coalitions Operational Support Manager
Reporting To:	Business Coalitions Director
Values of Abt Associates:	<p>The incumbent must demonstrate a high level of commitment to following values of Abt Associates:</p> <p>Mission-Driven We are united by our mission to improve the lives of people worldwide.</p> <p>Global We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today's world.</p> <p>Committed to Excellence We strive to meet and exceed the highest professional standards.</p> <p>Collaborative We know that working collaboratively produces excellence.</p> <p>Accountable We take responsibility for what we do and how we do it.</p> <p>Balanced We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.</p>

<p>Activity Overview (Outcome Pathway 1):</p>	<p>Investing in Women partners with large employers to prioritise gender equality as a business imperative. We support the establishment of business coalitions in Indonesia, the Philippines, Vietnam and Myanmar, where member companies become widely regarded as leading players in addressing gender equality, as well as gender equality role models in their sector and nationality.</p> <p>The business coalitions are united around achieving gender equality goals, with members gaining access to the world-leading EDGE program and tools to help them assess their current level of gender equality and support them on their journey towards achieving EDGE certification.</p> <p>Member of the business coalitions commit to:</p> <ul style="list-style-type: none"> • Close the gender pay gap • Progress women into leadership and management positions • Improve female workplace participation • Invest in female friendly working conditions • Leaders and managers driving gender equality.
<p>Duty Statement:</p>	<ul style="list-style-type: none"> • Support Business Coalitions (BC) in developing robust governance systems and developing and implementing sustainable strategies that support IW goals. • Support the Director of Business Partnerships in overseeing contract compliance by BCs. • Provide day to day support to the BC to enable them to effectively implement workplans and ensure that appropriate monitoring and reporting systems are established. • Facilitate effective communication between the BCs and operations team and strategic implementation unit at IW.
<p>Specific Duties:</p>	<ul style="list-style-type: none"> • Monitor contract /grant agreements/ reporting requirements and ensure BC meet deadlines, providing practical support to BC to produce appropriate financial and progress reports • Support the development of BC annual budgets and monitor expenditure against projections • Process tranche requests from BC in line with contract requirements • Support the development and monitoring of BC strategic plans • Advise on best practice in relation to governance • In coordination with the IW MEL Team, assist BCs in developing their own MEL systems

	<ul style="list-style-type: none"> • Assist with data gathering and compilation of reports • Support the BC in the development and implementation of their sustainability plans • Provide support to the Training and Development Manager in monitoring and supporting progress of EDGE certification in the 4 coalitions • Maintain knowledge management system for the storage of documents and resources relating to BC operations • Provide logistical support for events in Philippines and other countries, and coordinate with the Events Manager as needed • Liaise with other IW teams to support good coordination and effective program outcomes
<p>Core Competencies:</p>	<ul style="list-style-type: none"> • Delivers results • Builds internal and external customer satisfaction and loyalty • Develops people • Communicates • Sets vision and direction • Demonstrates sound financial and business-related practices • Builds teams and cooperation • Promotes technical excellence and quality • Promotes diversity • Acts as a role model.
<p>Key Requirements:</p>	<ul style="list-style-type: none"> • An experienced program manager, with minimum of 5 years' experience in creating and monitoring strategic plans and budgets • Exceptional organisational skills; ability to manage multiple projects and prioritize tasks • Proven experience in working with international donors including producing reports and handling public diplomacy • Proven experience of working with boards of non-profit entities • A willingness to multitask and support activities across the 4 countries • Experience in organisational development and managing change; experience in providing remote support preferable • Experience in monitoring and evaluation • Knowledge of nonprofit governance best practices • A strong commitment to gender equality and women's economic empowerment

	<ul style="list-style-type: none"> • Strong written and verbal communication skills, excellent written and spoken English required, ability to speak Vietnamese, Bahasa or Burmese an advantage • Willingness and ability to travel overseas up to 20% of the time • Experience in creating learning products, knowledge libraries and delivering training is highly desirable • Experience of delivering services to the private sector
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Key Selection Criteria

For your application to be considered by the panel, interested applicants must submit a response to each of the following Key Selection Criteria:

KSC 1. An experienced program manager, with minimum of 5 years’ experience in creating and monitoring strategic plans and budgets

KSC 2. Proven experience in working with international donors including producing reports and handling public diplomacy

KSC 3. Experience in organisational development and managing change

KSC 4. Experience in creating learning products, knowledge libraries and delivering training is highly desirable

KSC 5. Experience in delivering relevant services, working in close partnership with the private sector.

If no response to the above Key Selection Criteria is made, applications will not be considered further.