

# Program Development and Strategy Manager

Location: [Asia & Pacific] [Thailand]

Town/City: Bangkok

Category: Project Management

Job Type: Fixed term, Full-time

**\*Preferred position location: Bangkok, Thailand. Other locations to be determined by home country of successful candidate in the Asia Pacific Region where WVI is registered to operate.**

**\*Please submit your CV in English.**

## **PURPOSE OF POSITION:**

This is a full time position to assist the DPRK Project Leader in developing and managing WV North Korea's humanitarian and development projects, developing Strategy and Annual Business plans, and in managing both internal and external relationships with various stakeholders.

## **KEY RESPONSIBILITIES:**

### ***Program Development:***

- Supports WV DPRK Project Leader in liaising with Support Offices; manages and builds relationships with SOs through regular contact and timely responses to inquiries.
- Prepares project proposals, project reports, funding proposals, and other documents requested by SOs.
- Actively engages with all stakeholders including the Regional Program Quality Team and ensures best practices of DME are built into all project proposals and practiced throughout the project life span.
- Supports the Project Leader in communicating with members of the SST and ensuring that SST is achieving its objectives.
- Inputs all necessary information into GAM, Horizon and other internal databases, and stays abreast of internal

requirements for applying to, obtaining, and tracking fundraising opportunities.

***External Engagement:***

- Maintains strong relationship with foundations, donor governments, and other external stakeholders including UN agencies, various governmental entities, and INGOs.
- Participates in various cluster meetings (e.g. WASH Cluster, Nutrition Cluster, Livelihoods Cluster).
- Prepares donor reports, fact sheets, and other documents to support external engagement.

***Strategy:***

- Takes the lead in developing the Annual Business Plan, Strategy documents, and Fragile Context Special Fund applications.
- Work closely with Finance Officer & Operations Manager as needed for drafting donor budgets and summary financial reports.
- Supports DPRK Project Director in planning team meetings, external meetings, capacity building activities, F&D activities, and Quarterly Reports.
- Travels 1-2 times each year to North Korea to monitor projects and to meet with project partners.
- Travels overseas as needed for team meetings.
- As needed, travel may be required for external engagement, donor meetings and training workshops.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Minimum five years of international development experience including work in a developing country, preferably in programme coordination / management in an emergency context.
- As a professional, this position will be a strong team worker, able to work with colleagues to achieve shared objectives, but also able to work independently use own initiative.

- Knowledge of humanitarian and development donor processes and requirements, with experience of proposal writing. Must be able to represent WV to these donors in a manner that is highly professional in person and in writing.
- Possess the skills required to prepare effective and impactful project proposals and donor reports, as well as engage in creative thinking and problem solving.
- Strong financial management in budgeting and reporting, with knowledge of design requirements and regulations of major institutional donors.
- Experience of engaging and/or leading strategy development, and drafting Annual Business Plans
- Ability to manage risk at all levels (e.g. human security, financial, operational). Flexibility to adapt to changing demands and the ability to work under pressure are essential.
- Strong Christian commitment, spiritual maturity and discernment evidenced by life and character including active and regular fellowship with other Christians.
- Minimum Bachelor's Degree in a relevant discipline, Masters preferred.
- Experience in working with the Korean Peninsula, especially North Korea, preferred.
- Familiarity with World Vision's internal policies and procedures preferred.
- Fluent in English.

***Preferred:***

- Knowledge of humanitarian and development donor processes and requirements, with experience of proposal writing. Must be able to represent WV to these donors in a manner that is highly professional in person and in writing.

***Work Environment/Travel:***

- Ability to travel domestically and internationally approximately 10% of time.
- Experience in working remotely and with virtual teams.