

Position Description – RM – January 2015

Agency	ACIAR
Position Number	7731
Title	Regional Manager (RM)
Classification	LE8
Division/Post/Section	Laos
Reports to (title)	General Manager, Country Programs, ACIAR (Canberra)

About the Australian Centre for International Agricultural Research (ACIAR)

ACIAR's office in Laos has the responsibility for the effective delivery of the ACIAR program in Laos, Burma, Cambodia, and Thailand as well as liaising with Country Offices in Vietnam and China. The office provides support to ACIAR-managed collaborative research and development partnerships through liaison, coordination, representation and administrative activities.

In addition to the Country offices in Laos, Vietnam and China, ACIAR has a small team of local personnel (O-based) as part of the team to manage ACIAR's program in Burma. ACIAR currently has no staff based in Cambodia or Thailand. The Lao office manages key government relationships with research agencies in Laos, Burma, Cambodia and Thailand, key donor relationships and interacts with ACIAR research program managers and commissioned and collaborating research organisations.

ACIAR's headquarters are located in Canberra, Australia with eight regional/country offices in the Asia-Pacific and Africa. Further information on our current projects, programs and priorities can be found on our website at <http://aciarc.gov.au>.

About the position

Under broad direction, the Regional Manager (RM) strategically leads a number of teams across the region, including the local office team in Burma, which facilitate the in-country elements of the ACIAR project cycle, influencing and developing regional strategies, establishing and maintaining strong networks with stakeholders, contributes to the Australian Government whole of government approach at Post and communicates ACIAR project and program results.

The key responsibilities for the RM role include, but are not limited to:

- Influencing, developing and maintaining the Lao, Burmese, Cambodian and Thai country strategies and operational plans.
- Managing resources in region by providing advice and support to ACIAR staff in Vientiane, Laos to develop and maintain the country programs.
- Provide expert advice and contributing to the design of projects; providing continuous guidance and oversight of projects and contributing to risk management and monitoring and evaluation.
- Identify, monitor and research emerging issues which may impact programs in the region, provide advice and briefing to senior management as required.

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- Promote and manage relationships with key strategic alliances with internal and external stakeholders, community groups, business sponsors and service providers.
- Represent ACIAR and manage in-country public affairs; prepare media releases and cables, update website content and liaise with media.
- Prepare the Annual Strategy Refresh and the Annual Operational Plan related to the region.
- Manage the ACIAR office in Laos including post budgets and asset management, office personnel issues, compliance and work health and safety.
- Oversee and manage visits by ACIAR staff, the Commission; the Policy Advisory Committee and as necessary, providing visit assistance to new Australian or CGIAR project leaders.
- Providing support to cross-sectoral training seminars and workshops.
- Working collaboratively with ACIAR Canberra in efforts to improve the management of information systems.

Qualifications/Experience

- Tertiary and post-graduate qualifications (or equivalent experience), preferably in agriculture or a related field.
- Desirable - minimum least five years' relevant experience in program/project management.