

Position Description

ACIAR Regional Manager for Laos, Cambodia, Myanmar and Thailand (Based in Vientiane, Laos)

November 2023

AGENCY	Australian Centre for International Agricultural Research (ACIAR)
POSITION TITLE	Regional Manager
CLASSIFICATION	LE8
SECTION	Laos, Cambodia, Myanmar and Thailand
REPORTS TO (TITLE)	General Manager, Outreach and Capacity Building

About the Australian Centre for International Agricultural Research (ACIAR)

ACIAR's office located in Vientiane, Laos has primary responsibility for the effective delivery of the ACIAR program in Laos, Cambodia, Myanmar and Thailand (LCMT), noting the programs in Myanmar and Thailand are limited. The office provides support to ACIAR-managed collaborative research and development partnerships through liaison, coordination, representation and administrative activities.

The Laos office manages key relationships with research agencies, government agencies, NGOs and other donors in the region it is responsible for. It also interacts closely with ACIAR headquarters, Research Program Managers, and the Capacity Building program, Commissioned and collaborating research organisations (Australian and international).

ACIAR headquarters is located in Canberra, Australia, with 12 regional/country offices in the Asia-Pacific and Africa. Further information on ACIAR's current projects, programs and priorities can be found on the website: [ACIAR - Australian Centre for International Agricultural Research](https://www.aciar.gov.au/).

About the Position

Under broad direction from ACIAR in Canberra, the Regional Manager (RM) strategically leads a small team, establishing work priorities, monitoring performance, providing feedback and identifying learning opportunities. The position holds responsibility across Laos, Cambodia, Myanmar and Thailand. Including delivering and managing the ACIAR research and Capacity Building Program in these countries. The position also manages visits by ACIAR staff, the Commission, the Policy Advisory Council and as necessary, provides visit assistance to Australian and international project leaders. As a Regional Manager, it will also be necessary to provide high-level advice and strategic input into organisation-wide initiatives.

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

- Influence, develop and maintain high-level country strategies and complex operational plans through consultation with in-country stakeholders for LCMT, with a focus on Laos and Cambodia.
- Manage ACIAR resources in the region by providing high-level strategic advice and guidance to ACIAR staff in Laos, Cambodia and Myanmar.

- Provide leadership to Research Program Managers with projects in the region, providing expert level advice on project design, risk management and monitoring and evaluation.
- Identify, monitor and research emerging issues which may impact programs in the region, providing insightful strategic advice and briefings, including identify risks and recommending mitigations, to senior management at Post and ACIAR Headquarters as required.
- Initiate, establish and maintain key strategic alliances with internal and external stakeholders (especially government agencies), community groups, ACIAR country managers, business sponsors and service providers and independently leverage these networks as needed to achieve ACIAR objectives.
- Represent Australia actively and persuasively on behalf of ACIAR to advance its interests in the region, including at meetings, forums, events and receptions.
- Manage in-country public affairs in close collaboration with Posts; produce high quality media releases and cables, provide comprehensive updates for website content and liaise with media at Post, in ACIAR and in-country.
- Draft, deliver and oversee the delivery of key strategic corporate documents and assessment, especially the regular partnership reviews and the Annual Operational Plan related to the region.
- Manage and provide high-level and strategic advice on a range of corporate functions in the ACIAR office in Laos, including management and delivery of corporate functions, such as financial management, human resources and compliance and work health and safety.
- Work collaboratively with ACIAR Canberra in efforts to improve outreach, capacity building and information management and dissemination.

Qualifications and Experience

- Tertiary and post-graduate qualifications (or equivalent experience), preferably in agricultural, economic, or social research or a related field, is desirable but not mandatory.
- Relevant work experience at a senior level in program/project management or a related field.
- Ability to understand and apply Australian policies regarding due diligence in contract and partnership management.
- Highly developed representation, negotiation, and interpersonal skills, and the ability to devise and execute effective negotiating strategies.
- Expert analytical and research skills to support the provision of strategic advice to Canberra.
- Excellent communication, written and engagement skills, including reporting and cable writing.
- Demonstrated experience in developing and managing resources such as personnel and complex budgets.

APPLICATION INSTRUCTIONS

Required documents:

- A copy of your **resume**. Your resume should be **no more than three pages** and should include **the contact details of two professional referees**.
- A written statement of purpose. Your statement of purpose should be **no more than 1000 words** and it should summarise your motivation in seeking the position as well as demonstrate your capacity to fulfil the job's responsibilities.

Do not include copies of certificates or referee reports with your application.

Applications must be submitted by **Wednesday, 27 December 2023 at 5:30 PM**.

Applications can be sent by email: HR.Vientiane@dfat.gov.au

	HR Section
Or sent by post:	Australian Embassy
	P O Box 292
	Vientiane
Or delivered to the Embassy:	KM4 Tha Deua Road
	Watnak, Sisattanak

The Australian Embassy is an equal opportunity employer; all applicants will be considered on their merits and only shortlisted applicants will be contacted.

Applicants who are ranked suitable by the selection panel will be placed on an eligibility list for 12 months and may be considered for similar vacancies that arise before December 2024.

OTHER ELIGIBILITY & REQUIREMENTS

All employees at the Australian Embassy are subject to satisfactory medical and security vetting. Applicants must be able to work as a locally engaged staff member at a diplomatic mission, possess a valid passport or be able to obtain a valid passport, and be willing to travel within Laos, regionally and internationally as required.