



UNISHKA

UNISHKA Research Service, Inc.
416 4th Street
Juneau, AK 99801

Job Description

Job Title	Director of Governance and Asia Pacific Regional Programs
Job Location	Juneau, Alaska (with international travel)
Job Type	Full-time
Reports To	Chief Operating Officer
Date Posted	29 July 2021
Closing Date	Open until filled

Position Description

The *Director of Governance and AsPac Regional Programs* is a senior level position, primarily responsible for UNISHKA's internal governance including: records management; manuals management; monitoring and evaluation; internal controls; contract compliance; financial, security & performance auditing as well as corporate communications. managing the programs in Asia-Pacific (AsPac).

Key Responsibilities

◆ *Management*

1. Manages the organization in the absence of the COO as may be directed.
2. Works with UNISHKA's COO on the organization's day-to-day operations.
3. Collaborates with the Compliance Committee to ensure financial, administrative and personnel policy compliance.
4. Manages obligations with partners and oversights contract compliance.
5. Oversights records management
6. Assists in annual budget process in coordination with the senior management and as may be needed to ensure compliance with grants.
7. Works with UNISHKA's bookkeeper, CPA, auditor and helps ensure that organization is in compliance with all auditing rules and regulations.
8. Tracks financial performance of programs and policies to ensure alignment with organizational and grant budgets.
9. Maintains UNISHKA's online portal of anti-corruption references.



◆ ***Operations***

1. Works with UNISHKA's Chief Operating Officer (COO) on planning and implementation of projects in the AsPac region.
2. Maintain a detailed familiarity with UNISHKA's manuals (i.e. grants manuals, compliance manual, etc.)
3. Interface with government, political leadership, and civil society organizations throughout the AsPac region.
4. Oversight project implementation and budget expenditures for the AsPac Region.
5. In collaboration with local civil society organizations, lead development of project proposals focused on counter-corruption and good governance.
6. Lead project report drafting (i.e. monthly, quarterly, annual, and project reports).
7. Ensures implementation of cybersecurity and physical security mandates for UNISHKA and its partners in the AsPac region.

◆ ***Programmatic Duties***

1. Acts as main liaison with program and project beneficiaries in the AsPac region.
2. Monitors and analyzes risks and closely coordinate with UNISHKA COO for immediate action.
3. Ensures compliance with vetting and contracting procedures for all project staff.
4. Works in partnership with UNISHKA's finance team to ensure budgets and financial reports are fiscally and administratively compliant.
5. Ensures compliance with program timelines and objectives as agreed with sponsors and anticipates and promptly communicates delays.
6. Formulates terminal and close-out project reports and ensures prompt submission to partners and sponsors.
7. Proposes follow-through activities to sustain program effectiveness and impact.

◆ ***Business Development and Networking***

1. Identifies funding and grant opportunities for UNISHKA and its partners especially in the AsPac regions.
2. Strategizes program sustainability and expansion in the AsPac region.
3. Maintains and expands UNISHKA's network and collaborative undertakings in the AsPac region.

◆ ***Research, Education and Training***

1. Monitor current and relevant governance issues and events in the AsPac region.
2. Undertake research on anti-corruption topics as may be relevant to UNISHKA's programs and projects.
3. Assists in the development of the Anti-Corruption Dictionary.
4. Formulates program/policy briefs as may be necessary and as may be directed by the COO.
5. Prepares presentation materials on training and research undertakings.
6. Develops and customizes online anti-corruption curriculum based on clients' needs and capacity.
7. Acts as resident Organizational Development Advisor and Civil Society Organization (CSO) Expert as maybe required by programs and projects.
8. Assesses and identifies training gaps, proposes and designs programs to address them.
9. Provides facilitation, training and coaching for individuals and CSOs which include leadership development courses, strategic planning sessions, team-building, among others.

Required Qualifications

◆ ***Education***

1. Minimum: Master's Degree from accredited university in any of the following subjects: International Development, Development Practice, Anti-Corruption Studies, Governance, or other related field.

◆ ***Experience***

1. Senior management experience dealing with Board of Directors/Trustees and internal governance including strategic planning and operational supervision.
2. NLT 5 years implementing project operations.
3. Detailed experience in drafting manuals, developing procedures, and implementing internal controls.
4. Minimum 10 years of experience in anti-corruption, transparency, and governance sectors in the Asia-Pacific region.
5. Minimum 10 years of experience on organization and organizational development, especially in start-up civil society organizations (CSOs) (preferably in AsPac region).
6. Prior experience managing CSOs in Asia-Pacific region.
7. Experience formulating basic online training on anti-corruption.

◆ *Language/Communication Skills*

1. Excellent written and verbal English skills demonstrated through published documents or technical reports.
2. Excellent written and verbal skills in at least one Asia-Pacific language relevant to UNISHKA operations: Tagalog, Indonesian, Thai, Vietnamese, Burmese, Cambodian, or Hmong.

◆ *Networking and Partnership-building*

1. Proven ability to network, establish partnerships, negotiate and engage with both high-level officials/diplomatic corps and grassroots/community-level stakeholders.
2. Established international/global networks with anti-corruption organizations.

Desired Qualifications

1. Prior work with international anti-corruption organizations such as Transparency International, U-4, etc.
2. Engagement with anti-corruption projects and advocacy in Asia-Pacific particularly in the Pacific Islands.
3. Grant-writing and grant administration experience with major federal, multilateral and bilateral donors.
4. Knowledge of U.S. federal grant rules and procedures.

◆ *Skills*

1. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
2. Speaking — Talking to others to convey information effectively.
3. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
4. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
5. Writing — Communicating effectively in writing as appropriate for the needs of the audience.
6. Coordination — Adjusting actions in relation to others' actions.
7. Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
8. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
9. Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

10. Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
11. Time Management — Managing one's own time and the time of others.
12. Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
13. Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
14. Service Orientation — Actively looking for ways to help people.

◆ **Abilities**

1. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
2. Speaking — Talking to others to convey information effectively.
3. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
4. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
5. Writing — Communicating effectively in writing as appropriate for the needs of the audience.
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◆ **Work Style**

1. Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

2. Integrity — Job requires being honest and ethical.
3. Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
4. Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
5. Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
6. Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
7. Self-Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
8. Initiative — Job requires a willingness to take on responsibilities and challenges.
9. Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction.
10. Social Orientation — Job requires preferring to work with others rather than alone, and being personally connected with others on the job.
11. Achievement/Effort — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
12. Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
13. Persistence — Job requires persistence in the face of obstacles.
14. Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
15. Analytical Thinking — Job requires analyzing information and using logic to address work-related issues and problems.
16. Innovation — Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.

Personal Characteristics

The successful candidate will be:

- ◆ Committed to, and enthusiastic about, the mission and vision of UNISHKA;
- ◆ A strategic thinker who is adept at multi-tasking in fast paced environment, able to plan, prioritize, and organize individual and group activities and processes;
- ◆ Outgoing, straightforward, and creative;
- ◆ Able to work independently and take initiative;
- ◆ Results oriented;
- ◆ An adaptable, flexible problem-solver;

- ◆ Team-focused, enjoy working as part of an active group of highly engaged individuals, sharing information readily with co-workers, and listening to and respecting others; able and willing to assist co-workers in the development of their own professional skills in order to ensure the team's success; and
- ◆ A person who presents a high degree of maturity, honesty, trust, sophistication, and integrity and cultivates these qualities in others.

Working Conditions

Job requires that an individual be able to work regular work hours with occasional evening and weekend work as required. The position is located at UNISHKA's main offices in Juneau, Alaska or remotely as maybe determined by the COO and applicable health mandates.

Physical Requirements

Ability to pass a deployment physical and deployment training.