

Program Manager: RiseUp! Young Women Leadership and Advocacy Initiative (Asia-Pacific) Call for Applications

The World YWCA is seeking a passionate and experienced Program Manager for World YWCA's RiseUp! Young Women Leadership and Advocacy Initiative in Asia-Pacific, supported by the Australian Government. In its current phase, the RiseUp! Initiative is being implemented in nine countries in Asia-Pacific region (India, Nepal, Sri Lanka, Bangladesh, Myanmar, Thailand, Samoa, PNG and Solomon Islands).

The Program Manager will have overall responsibility for the successful delivery of the program, under the supervision of the Director of Global Engagement and Impact. They will support the Director of Global Engagement and Impact to drive the strategic direction of the program and maintain oversight over all components including the smooth coordination of the Rise Up! program team. They will support the Director of Global Engagement and Impact in regard to the Rise Up! Phase IV program risk and financial management, and program results, and will coordinate annual planning, learning, and program-wide communication. The Program Manager will work closely with the Director of Global Engagement and Impact in ensuring smooth communication with key partners, including the donor.

The Program Manager will also ensure that new delivery mechanisms, resources and tools maintain the integrity of the World YWCA RiseUp! content, approach, and foundational principles. They will identify emerging good practices by other organisations to build knowledge about young women's leadership and integrate this learning into the RiseUp! Asia-Pacific program. They must have a good understanding of leadership approaches and global advocacy and must be committed to working through a human-centered design approach.

The contractor's position function includes project management and coordination, relationship management, budget assistance, and administration. The position holder must furthermore be able to prioritize their work according to adapting factors, communicate effectively both orally and in writing and discharge their work under pressure and time constraints.

Location: Asia-Pacific (India, Nepal, Bangladesh, Thailand, Sri Lanka, Myanmar, Japan, The Philippines, Korea, Samoa, Papua New Guinea, Solomon Islands, Fiji, etc.)

Closing date: March 1, 2023; 11:59 PM CET. Recruitment will be done on a rolling basis therefore early applications are advised.

Starting date: April 15, 2023

Type of contract: Long-term contractor for a first term of 12 months (duration linked to performance against deliverables and to the RiseUp! Program funding)

Reference: YWCA-PM/RiseUp!

Specific requirement: Individuals with a right to work in and reside in their current country of residence.

Website Link: <http://www.worldywca.org/>

Contractor Compensation Range: AUD 9,500-12,500 per month (based on location)

About World YWCA



The World YWCA has an ambitious goal: to reach 100 million young women and girls and transform power structures to end gender inequality by 2035. Established in 1855, the World YWCA is the world's oldest women's movement. With member associations in 109 countries, it works to fulfil human rights and make gender equality a reality. The World YWCA is a learning organization in which there is recognized mentorship across generations. Sixty percent of the members of the World Board are aged 30 and under. The purpose of the World YWCA is to develop the leadership and collective power of women and girls around the world to achieve justice, peace, health, human dignity, freedom and a sustainable environment for all people.

The World YWCA mobilizes and connects millions of young women around transformational change, provides leadership opportunities in more than 100 countries around the world. It also actively works to influence policies, regulations and social and community norms which prevent the realisation of rights and leadership potential of women.

The World YWCA has three strategic priorities:

- Management and governance excellence towards Goal 2035
- Strategic partnerships and communication towards Goal 2035
- Engagement and mobilisation of girls, young women and women towards Goal 2035.

This contractor role is connected to the overall implementation of RiseUp! In Asia-Pacific contributing towards Goal 2035 and the World YWCA Strategic Framework.

Key responsibilities:

- Support the Director of Global Engagement and Impact in driving whole-of-program RiseUp! strategy, budgeting, assisting in oversight and coordination.
- Lead and facilitate RiseUp! team planning, meetings and reflections to ensure smooth implementation of the strategy and approach.
- Run the program management at the whole of program level, including management within the countries of implementation, asset management, financial and risk management.
- Develop whole-of-program annual work plans in collaboration with regional and country-level teams and communicate any variations from these work plans in a timely manner and with plans for relevant and successful adaptations.
- Lead donor report development, writing and finalisation for the initiative in consultation with RiseUp! team and partners.
- Lead the development and publication of agreements, terms of reference, and call for consultancies, with the support of RiseUp! team and Director of Global Engagement and Impact.
- Lead the engagement with new delivery organisations, in collaboration with the Program Coordinator and the Director of Global Engagement and Impact and other key stakeholders.
- Lead consultants to support content development to maintain the integrity of the RiseUp! model.
- Develop and maintain high-level oversight of the implementation of operational procedures and program documentation.
- Facilitate brainstorming and scoping of prospects and challenges for the RiseUp! brand with the team.
- Act as the second point of contact for the donor and World YWCA, with responsibility for reporting and briefing, under the guidance and supervision of the Director of Global Engagement and Impact.
- Ensure branding and communications consistency and compliance across countries of implementation in line with the World YWCA and RiseUp! brand.
- Provide strategic and programmatic advice, trouble-shooting and support to the Program Coordinator, the Research and Engagement Associate and the MEL Specialist, led by the Director of Global



Engagement and Impact. The contractor for Program Coordinator will be accountable to communicating to the Program Manager contractor for day-to-day operations

- Help plan and lead the engagement of young women and RiseUp! team members at country-level implementation sites, regional forums and conferences.

Required expertise

- Experience in leading international projects with big-budget donors or equivalent experience is a must.
- Field knowledge and experience of working on the ground in Asia-Pacific region is a must.
- Extensive socio-political knowledge of the Asia-Pacific region, sub-regions and implementing countries.
- Program management skills, including leading strategy and planning, financial and risk management, compliance and governance, branding and communication.
- Leadership skills, including working with diverse and inclusive teams and movements through collaborative, flexible, participative approaches and in remote management contexts.
- Must be self-driven and keen to engage virtually across time zones.
- Knowledge of young women's leadership and human rights-based approaches is a must.
- Ability and keen interest to build and maintain relationships with diverse and intergenerational partners, networks and allies.
- Committed to young women-led initiatives, intergenerational leadership and learnings and technology explorations.
- Experience in working with inter-cultural communities is a must.
- Experience with or openness to a remote work environment.
- Should be open to travel within the program focus countries.

Skills, Knowledge and Experience:

Information Technology Skills

- Excellent command of Microsoft Office tools (Office, Outlook, PowerPoint, Excel) and prior experience in using them is a must.

Language Skills

- High level of English proficiency (reading, writing, verbal).

Personal characteristics:

- Commitment to the human rights of girls and women, enthusiastic to learn and contribute to the mission of World YWCA.
- Should be a feminist, keen to work in a passionate and mission-driven environment.
- Must be a team player, working closely in an agile, fast-paced environment and demonstrate impact with the ability to work under tight time constraints and meet deadlines.

How to Apply:

Applications must be addressed to World YWCA via email to hresources@worldywca.org stating WYWCA-PM/RiseUp/+your surname in the subject line. All applications must be sent by March 1, 2023; 11:59 PM CET.

To apply for this role, attach:

- a CV in English
- a motivation letter (two pages maximum) that summarises how your profile aligns with the key requirements of this role
- work certificates
- diplomas or other relevant training or certification documentation
- three references (will be contacted only in the final stage of recruitment)