



SEAOHUN Foundation Program Manager — Scope of Work

Background and Overall Description

Established in 2011, the South East Asia One Health University Network (SEAOHUN) is a consortium of 10 universities and 14 faculties in Indonesia, Malaysia, Thailand, and Vietnam that are collaborating to build One Health capacity and academic partnerships with government, national, and regional stakeholders in the South East Asia region. SEAOHUN member faculty and staff receive support from USAID through a project managed by the University of Minnesota and Tufts University to promote a One Health approach to preventing and addressing outbreaks of zoonotic and emerging infectious diseases. A key function of SEAOHUN is to encourage and facilitate collaborative activities and projects among network members, with an emphasis on trans-disciplinary and trans-boundary partnerships. Programming includes but is not limited to support for student and staff exchanges, course and curriculum development, strengthening and developing teaching methodologies, and support for research capacity building and innovative projects that provide an evidence-base for One Health advocacy with government and other collaborating partner agencies.

The SEAOHUN Program Manager is a senior-level professional and, working with the Executive Board, has overall responsibility for the operations and management of the Southeast Asia regional office. The Program Manager is expected to exercise a leadership role in planning, implementation, and evaluation of regional activities of SEAOHUN and to manage its relationships with the affiliated country-level One Health Networks. The Program Manager is expected to lead work planning meetings, partner coordination meetings, workshops, and seminars. Main responsibilities include staff supervision, oversight of day-to-day office operations, administration leadership and senior-level liaison with partners. S/he will also ensure

compliance with agreement requirements, University of Minnesota and USAID policies and regulations, and local labor and tax laws, rules, and regulations in Thailand and the region.

Main responsibilities:

Leadership

- Provides leadership in identifying and designing activities that will improve pre- and in-service preparation of the future and current One Health workforce.
- Leads the implementation of regional activities that can help strengthen the preparation of those in health related fields of study
- Assists in disseminating ideas, strategies, and models that can help strengthen the preparation of those in health related fields of study
- Establishes and maintains effective working relationships with National Coordinating Offices (NCOs) and member universities.
- Assists in outreach to other universities in member countries and beyond to involve them in OH activities, as appropriate.
- Leads the SEAOHUN regional office and represents SEAOHUN in regional and international affairs.

Management

- Provides overall leadership to all administrative operations. Establishes administrative systems, standard operating procedures and provide guidance on implementation for smooth office operations.
- Responsible for compliance with SEAOHUN, UMN, and USAID procedures, policies and regulations and with local labor and tax laws and regulations.
- Develops, implements and maintains office systems in accordance with SEAOHUN, UMN, and USAID, and Thai government requirements.
- Assists NCOs in work plan development, implementation, and reporting.
- Oversees regional monitoring and evaluation activities.
- Supervises Secretariat staff.
- Conducts continual review and evaluation of internal control procedures.
- Innovates on systems to improve efficiency and cost-effectiveness of the administrative operations.
- Ensures the proper deployment of staff for workshops/events arrangement.
- Assists staff in their recruitment needs.
- Collects required documentation and maintain complete and current Master Personnel Files for each employee.
- Handles employee complaints and conflicts.
- Ensures that Personnel Policies and Procedures are followed by all employees.
- Tracks leave for all employees.
- Updates field operations manuals and assure access to all office employees.

Finance & Accounting;

- Oversees and administers the budgeting, accounting and reporting functions of the Secretariat
- Prepares operating budgets and oversees their proper execution.

Interested candidates are invited to send your application letter with 'SEAOHUN Program Manager' in the subject line stating how you meet the qualifications and skills, and a detailed CV in PDF format, via email to:

Dr. Stan Fenwick

stanley.fenwick@tufts.edu

Closing Date - Friday February 27th, 2015

We respect all applications but will only respond to the short-listed candidates to arrange interviews