



Women's Fund Asia

Terms of Reference

Director of Programmes

Position Overview	
Title	Director of Programmes
Organisation	Women's Fund Asia
Section	Programmes – Grants; Linking and Learning
Reporting to	Executive Director
Coordinates with	Senior Management Team
Supervises	Grants team - Programme Office (grant management), Programme Associates and Grants Administrator (grant strategy implementation and linking & learning strategy)
Location	Anywhere in the mandated countries of Asia, preference for East and Southeast Asia
Status	Full-time

Overview of the Organisation

Women's Fund Asia (WFA) is a regional women's fund, committed to supporting women and trans*¹ people led interventions to enhance and strengthen access to women's and trans* people's human rights. Our core mandate is to support women's and trans* rights groups and activists in Asia, address the non-availability of resources for women and trans* rights work in the region, and support strategies and interventions designed, implemented and led by women and trans* people. The Fund started in 2004 as the South Asia Women's Fund (SAWF), operating in Bangladesh, India, Nepal, Pakistan, and Sri Lanka. In 2016 the organisation undertook an intense process of review and consultations, and on 8 March 2018, it was relaunched as Women's Fund Asia, expanding across Asia in its mandate, increasing its outreach from 5 to 18 countries.

From 2004 – 2017, it supported more than 300 initiatives and 30 feminist lawyers, with grants totalling more than US\$4.6 million.

The present programme team works out of four cities in South Asia and one city in Southeast Asia to implement the Asia-wide programme, with a diverse pool of consultants and experts from across the larger region. WFA's headquarters is in Colombo, while the Executive Director works out of the Liaison Office in Lucknow, and a satellite office is located in New Delhi. The other team members work out of their home locations.

¹ This document endorses use of the term trans* with an asterisk, denoting a placeholder for the "entire range of possible gender identities that fall under the broad definition of trans."

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WFA seeks to recruit a Director of Programmes (DOP) who will be responsible for the implementation of its programme strategy, focusing on the entire grantmaking portfolio—including all funding sources and streams—and linking and learning, as well as all supporting activities. She/they will work closely with the Senior Management Team (SMT), comprised of the Executive Director, the Deputy Executive Director, and the Director of Finance and Operations. She/they will directly supervise the grants team, comprised of Grant Programme Officers, Programme Associates, as well as a Grants Administrator.

She/they will work closely with the Grants Advisory Committee in ensuring that the grants strategy is being implemented effectively. She/they will take particular care that WFA is fulfilling its mandate as well as expectations from the women's movements in the region. WFA's programme and its strategy is rooted in feminist principles; it is imperative that the values, understanding and behaviour of the incumbent is entrenched in the same principles.

Overview of the Position

The DOP is responsible for the development, expansion, and implementation of the programme strategy of the organization in relation to the grantmaking, as well as linking and learning (L&L) strategies. She/they will oversight the grantmaking team—including Programme Officers, Programme Associates, and Grants Administrator.

She/they will be part of the Senior Management Team, ensuring effective and efficient coordination with all members, particularly the Deputy Executive Director, on programme implementation on the principle of mutual accountability. She/they will report directly to the ED.

In order to fulfil this role, she/they will undertake the following, amongst others:

I. General Administration and Management

- a. Support the SMT in designing, developing, and managing implementation of the programme strategy, particularly related to the grant process and strategy, as well as the partner outreach, and L&L strategy.
- b. Design and prepare work plans and related budgets in coordination with the Director of Finance and Operations and all programme teams.
- c. Oversight the implementation of agreed work plan, ensuring that the SMT is well briefed on status of completion and gaps on a weekly basis.
- d. Lead and supervise the grants team, ensuring fulfilment of the goals of the programme team.
- e. Interface with relevant team members on issues related to donors and grantees, ensuring regular checks on grants made and received, in coordination with the SMT.

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- f. Support the SMT in preparing budgets and fiscal reports, and work with them to manage allocations and expenditures.
- g. Ensure that feedback from MEL strategy is integrated into the evolution of the overall strategies and implementation for grants, outreach, and L&L.
- h. Work closely with the SMT in creating tools, data, and information for resource mobilization, and implementation of the resource mobilization strategy.
- i. Work closely with the SMT to realize the mission of the organization.

II. Programmatic

- a. Oversight and manage the work portfolios of the grantmaking programme officers, associates, as well as the grants administrator, ensuring effective implementation of the grantmaking, outreach, L&L strategies.
- b. Ensure substantive management of the grants processes and strategy, ensuring the integration of learning into the work methods and subsequent development of its understanding and implementation.
- c. Design and ensure reporting formats are shared and understood, and follow-up on timely filing
- d. Fact check and approve all outgoing material related to grants, outreach, and L&L programming.
- e. Ensure all strategic work plans are being implemented and alert the SMT to any gaps.
- f. Contribute to designing and developing reporting processes that enable a learning process within the organization, and build ownership across the team, partners, and governing body.
- g. Undertake donor reporting for all relevant components, i.e., grantmaking, linking and learning.
- h. Interface with donors, grantees, other partners, and critical resources such as volunteers to ensure effective implementation of the programme strategy.
- i. Ensure continuous support to the strengthening of internal and external relationships of the organization.
- j. Undertake all tasks as required by reporting authorities.

III. Other

- a. Prepare weekly, monthly, and annual work plans and ensure fulfilment, along with the team.
- b. Provide backup to ED in coordinating and working with the Board of Directors on their meetings and governance issues related to programmes.

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- c. Undertake all other tasks as directed by the ED for the object and purposes of the organization

Core qualifications/competencies

- Minimum post-graduate degree in a relevant social science field, with excellent computer and internet skills.
- Excellent communication skills, writing ability, and strong command of English language.
- Preferably 7 years of programmatic experience, demonstrating progressive growth in positions, with preference for experience in leadership position in social justice sector.
- Basic understanding of budgeting and accounts.
- Ability to work with diverse people and communities in an international, multicultural environment is a must.

Terms and Conditions

- Salary will be commensurate with experience.
- The incumbent will report directly to the ED and work in close coordination with the Senior Management Team.
- The contract can be terminated with a 3-month notice or salary in lieu of.

Interested candidates should send their **CV and a letter of interest to info@wf-asia.org with the subject line “Application for DoP” by 8 May 2019**. Applications will be reviewed on a rolling basis and shortlisted candidates will be contacted by 31 May 2019.

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