

Terms of Reference:

Senior Policy Engagement Coordinator

Location	Bangkok, Thailand
Duration	2 years with the possibility of extension
Position Status	National position
Supervisor / Manager	Policy Dialogue and Partnerships Director
Performance Management and Reporting Framework	ASEAN-ACT Remuneration Framework for national positions
Deadline for application:	4 August 2024

About the Role

ASEAN-ACT is seeking a proactive and dynamic team player who has experience in public policy engagement and promoting multi-sectoral partnerships.

The Senior Policy Engagement Coordinator will coordinate the delivery of policy engagement activities, stakeholder management, and reporting for ASEAN-ACT. Under the direction of the Policy Dialogue and Partnerships Director, the position will support the implementation of National Policy Engagement Plans, policy dialogues, and collaboration projects. The Senior Policy Engagement Coordinator will support the program team (regional and national) in developing mechanisms for counter trafficking in persons (CTIP) stakeholders to influence laws, policies, and guidelines. The Senior Policy Engagement Coordinator will coordinate policy engagement activities across multiple locations across ASEAN, with a particular focus on working with stakeholders in Thailand. Stakeholders include government agencies, civil society, private sector and academia. The role will also serve as coordinator internally within ASEAN-ACT on activities to enhance collaboration between CTIP stakeholders for policy development.

About the program

ASEAN–Australia Counter Trafficking ([ASEAN-ACT](#)) continues Australia’s long-running collaboration with ASEAN and its Member States to end human trafficking in the region. The program is a ten-year investment (2018 to 2028) principally working to strengthen the justice sector response to trafficking in persons, while advancing the rights of victims. The program has established partnerships with government agencies, civil society, and business. We engage with all 10 ASEAN Member States in some capacity and have national-level programming in Cambodia, Lao PDR, the Philippines, Thailand, and Vietnam. We are establishing programming in Indonesia, and it is currently on hold in Myanmar.

ASEAN-ACT supports ASEAN Member States to integrate gender equality, disability and social inclusion (GEDSI) and protect the rights of victims of trafficking. The program has developed GEDSI and victim rights strategies to provide a conceptual framework and practical implementation approach to analyse and respond to GEDSI and victim rights challenges in countering trafficking. As a core component of the program, specific projects and activities to advance GEDSI and victim rights have been designed and are being implemented in collaboration with ASEAN-ACT's partners and stakeholders.

Program outcomes

The overarching goal that ASEAN-ACT will contribute to is that ASEAN Member States have effective justice systems that provide just punishment of traffickers and protect the rights of victims.

Three end-of-program outcomes together contribute to the achievement of this goal by 2028:

1. ASEAN's planning, monitoring and reporting of ACTIP implementation is increasingly effective, advances GEDSI and upholds victim rights.
2. ASEAN Member States are increasingly capable of implementing their ACTIP obligations, particularly those that advance GEDSI and uphold victim rights.
3. ASEAN and member states' policies and practices are inclusive, influenced by relevant stakeholders and aligned with the ACTIP.

Specific Duties

Partnerships and Relationship Management

- > Developing and maintaining excellent working relationships with relevant internal and external stakeholders, for effective coordination and partnerships.
- > Supporting Policy Dialogue and Partnerships Director and country teams in identifying and approaching potential partners for ASEAN-ACT, such as private sector, think tanks, civil society, academia, research institutes, NGOs, etc.
- > Assisting in the preparation, organisation and follow-up of external partnership engagement activities, including meetings, workshops, and dialogues.
- > Working closely with the Communications Team to support policy engagement communications internally and externally, including the creation of content such as articles and translations for the website, as well as contributions to social media.

Project Management

- > Supporting program activities that focus on policy dialogue, planning, and the development of mechanisms that allow relevant CTIP stakeholders to contribute and influence ASEAN Member State CTIP laws, policies, guidelines, and relevant regional CTIP policies and plans.
- > Assisting the Director and working with ASEAN-ACT Country Managers to coordinate and progress policy reforms that address key priorities identified in-country programs.
- > Supporting planning, monitoring and oversight of components of the ASEAN-ACT program with a focus on enhancing collaboration, ensuring that results are appropriately monitored and reported.
- > Coordinate with ASEAN-ACT Country Managers and teams, as well as external partners, to implement activities for enhancing collaboration in counter-trafficking
- > Support mainstreaming of gender equality, disability, social inclusion and victim rights throughout all program activities.
- > Coordinating with ASEAN-ACT's operations team to ensure compliance with ASEAN-ACT finance, compliance and safeguarding requirements, and ensuring effectiveness and efficiency.

- > Preparing project activity reports, in accordance with ASEAN-ACT templates and formats, for public policy engagement activities.

People and Culture

- > Champion victim rights and GEDSI across all project activities and promote culturally sensitive and respectful communications.
- > Foster a culture that promotes monitoring, learning, sharing of ideas, professional development and analytical thinking.
- > Demonstrate and champion compliance with DT Global's policies and procedures.
- > Any other duties as requested by the Policy Dialogue and Partnerships Director.

Selection Criteria

Qualifications

- Tertiary qualifications in a field relevant to policy engagement and partnerships, e.g. international / social development, management, law or similar. Postgraduate qualification is an advantage.
- Over 5 years of experience working on partnership and advocacy/outreach or a similar role for an international development organisation, NGO or civil society organisation
- Advanced stakeholder consultation, coordination and facilitation skills;
- The ability to collate and synthesise information from a diverse range of sources;
- Strong analytical skills, and English and Thai report writing skills.

Essential Experience, Knowledge and Skills

- Demonstrated management and coordination skills, including planning and meeting deadlines.
- Strong interpersonal skills and the ability to effectively communicate, including experience in a cross-cultural environment and international setting
- Knowledge and experience in policy dialogue and evidenced-based advocacy approaches.

Desirable

- An understanding of Australian Government (specifically DFAT) development programs and reporting requirements
- Experience working with multi-stakeholder and multi-sectoral partnerships.
- Knowledge and experience in implementing research for policy advocacy

How to Apply

Interested applicants must submit:

- Cover letter (1-page max.)
- A curriculum vitae detailing experience relevant to the role
- The names and contact details of three professional referees

Applicants should clearly indicate '**Senior Policy Engagement Coordinator**' in your email title and submit to recruitment@aseanact.org.

ASEAN-ACT is committed to achieving workplace diversity in terms of gender, nationality, and culture. Individual from minority groups, indigenous groups, People with a disability, women and ASEAN nationals are strongly encouraged to apply.

All applications will be treated with the strictest confidence.

Due to the expected volume of applications, only candidates under positive consideration will be notified.

Other Information

Amendments to the position's terms of reference may be made during the period of the engagement as required.

DT Global Asia Pacific Pty Ltd is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global Asia Pacific Pty Ltd prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

Our organisation is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. Recruitment and selection procedures reflect this commitment. We are committed to safety and the prevention of sexual abuse and harassment, child protection and bribery prevention.

We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All our staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.

About DT Global

[DT Global](#) is an international development managing contractor, working across a wide range of sectors and technical areas in over 90 countries around the world. DT Global launched in 2019, bringing together AECOM International Development's Services Sector and Development Transformations along with their legacy companies. The DT Global family has since expanded further with the acquisition of IMC Worldwide in March 2022 and Cardno International Development in July 2022. Together, we bring with us over 60 years of experience, relationships, and technical excellence to better transform lives around the world on behalf of partners, clients and stakeholders.

