

POSITION DESCRIPTION

Updated: May 2024

Position Title: Program Lead, Climate Adaptation	Position Opening Number: 004/2025
Department: Preparedness and Climate Action	Grade: I-4
Duty Station: Bangkok, Thailand	Job Level: M-Manager I
Reporting Status: Director, Preparedness and Climate Action Department	Recruitment Type: Internationally Recruited
Duration of Initial Contract: 2 years	Type of Contract: Fixed Term
Minimum Qualification: At least 8 years of proven experience in project management and implementation.	Entry Salary: I-4 (step 1)
Languages Required: English	Application Deadline: 28 May 2025
<p>A. About the Asian Disaster Preparedness Center</p> <p>ADPC is an autonomous international organization established for scientific, educational, developmental, and humanitarian purposes with a vision of safer communities and sustainable development through disaster risk reduction and climate resilience in Asia and the Pacific. Established in 1986 as a technical capacity-building center, ADPC has grown and expanded its role to serve scientific, educational, developmental, and humanitarian purposes. ADPC employs a wide range of professional expertise typically required for Disaster Risk Reduction (DRR) and Climate Resilience (CR).</p> <p>ADPC develops and implements cross-sectoral projects/programs on the strategic themes of Risk Knowledge and Geoinformatics, Policy and Institutional System, Effective Localization for Resilience, Climate Services, Resilient Planning and Implementation, Preparedness and Anticipatory Action, Nature based Solutions, Financing for Resilience, Resilient Recovery, Food and Water Security, Disaster Risk Finance Insurance, Health Risk Management, Urban & Infrastructure Resilience, Private Sector Engagement, and ADPC Knowledge Academy. Our strategic themes are complemented and underpinned by the cross-cutting themes of gender equality and social inclusion, disaster and climate innovations, and regional and transboundary cooperation.</p> <p>Through its work, ADPC supports the implementation of the Sendai Framework for Disaster Risk Reduction 2015–2030, the Sustainable Development Goals (SDGs), the New Urban Agenda, the United Nations Framework Convention on Climate Change, the agenda defined at the World Humanitarian Summit in 2016, and other relevant international frameworks.</p> <p>For details, please refer to the ADPC website at http://www.adpc.net/</p>	
<p>B. Department Introduction:</p> <p>The Preparedness and Climate Action Department (PCA) of ADPC focuses on enhancing the preparedness and climate action capacities of governments, response organizations, volunteers, non-governmental organizations, the private sector, communities, and other traditional and non-traditional actors within the Disaster Risk Management and Climate Resilience Ecosystem. It emphasizes the importance of locally-led adaptation strategies as a critical component of effective climate action. The</p>	

department strives to strengthen the capacity of institutions and at-risk communities to achieve a faster and more efficient recovery from climate-related disasters. PCA works collaboratively with these actors to ensure that regional, national, subnational, and local disaster preparedness, response, recovery, and climate action frameworks are developed and implemented, prioritizing climate resilience and adaptation well before any disaster occurs.

C. Statement of Intent:

The PCA department is implementing several programs supporting multi-stakeholder efforts through local and regional partnerships to advance locally led adaptation to prepare for disasters and adapt to climate extremes. The Program Lead, Climate Adaptation, under the overall guidance and supervision of the Director, will lead and manage program activities with country program teams, consultants, interns, and partners. The Program Lead, Climate Adaptation will be responsible for leading, guiding, and managing the implementation of program activities through meticulous planning, review, and timely follow-up of critical deliverables with country program teams.

Additionally, this role will emphasize the importance of climate action initiatives, identifying strategies for locally led adaptation to strengthen community resilience in the face of climate change impacts. The position will involve fostering collaboration among stakeholders to generate innovative solutions and resources tailored to local contexts.

The Program Lead will also lead regular and efficient sharing and exchange of information through effective internal and external communications, including generating program reports, developing and implementing advocacy tools and products, procedures, and systems. This includes knowledge management and outreach functions such as program-specific portals, websites, and other platforms to ensure visibility and engagement in climate adaptation activities.

Note:

This description does not intend to cover every aspect of the position requirements but rather to highlight the areas of critical personal and joint responsibilities.

D. Required Qualifications:

Required Qualifications and Specifications

- Master's degree in Disaster Risk Management, Climate Change, Engineering, Water Resource Management, or related disciplines with substantial experience in the Asia-Pacific region.
- A minimum of 8 years of professional experience in program management, advocacy, knowledge management, communication, etc., in Disaster Risk Management, Climate Change Adaptation, or a related field is required; a minimum of 3 years of experience in international organizations or IGOs is required.
- Excellent English language skills, both oral and written, are required.
- Analytical capacity and the demonstrated ability to process, analyze, and synthesize complex, technical information into user-friendly formats and products.
- Substantial experience assisting in designing, monitoring, and evaluating disaster preparedness and capacity development programs.

- Advanced knowledge and understanding of current discourse on disaster risk reduction and climate change adaptation, including the program countries' existing disaster risk management and climate action systems, policy, and legal framework.
- Proven ability to support the development of high-quality knowledge products, including multimedia products, and provide guidance and training on developing knowledge products.
- Previous experience creating and implementing advocacy and communication strategies, including social media campaigns.
- Communicate effectively in writing to a varied and broad audience concisely and straightforwardly.
- High level of competence in writing and editing reports and other technical communications.
- Familiarity and experience working with multi-donor-funded programs.

Preferred Qualifications:

- Self-motivated, proactive, and takes initiative.
- Demonstrated ability to plan and organize work & time independently.
- Excellent interpersonal and communication skills, team-oriented work style, and experience working in a multicultural environment.
- Strong networking capacity and understanding of the humanitarian and development nexus at local and regional levels.
- Strong desire to learn, undertake new challenges, be a creative problem-solver, and have self-confidence, willingness to work hard, and a good sense of humor, but with seriousness about the quality and excellence of work.

E. Duties and Responsibilities:

Program Management and Coordination

- Lead the development of annual, quarterly, and monthly work plans for assigned programs in consultation with the project teams and partners.
- Lead the management with country program teams, consultants, interns, and partners on the timely implementation of program activities according to the agreed work plans.
- Undertake research and development of technical reports and documents, concept notes, and consolidate inputs from consultants, program partners, and stakeholders in consultation with the country program managers and the regional team.
- Take the lead in planning, organizing, and implementing regional and national program activities such as training, workshops, program reviews, and meetings. This includes conducting follow-up activities and developing After Action Reports (AAR) and meeting minutes.
- Developing proposals and networking to expand the climate adaptation portfolio to other regional countries.
- Draft and finalize SoWs, ToRs, MoUs, and other related administrative documents for the consultants, sub-awardees, and partnerships.
- Draft regular progress reports and updates to be submitted to the donor agencies and partners.
- Formulate and develop new proposals on climate adaptation workstreams and search for funding opportunities, avenues, and partnerships to mobilize resources.

Finance and Budget Management:

- Oversee administrative, finance, and day-to-day program management with Finance, Human Resources, Administration departments, and program team members according to ADPC institutional policies and guidelines for carrying out activities under the assigned programs.
- Lead the development of project and activity budgets following the overall budgets of the assigned programs.
- Lead in project financial management, including monitoring project budgets and reporting monthly financial statements and reconciliation.
- Ensure timely submission of liquidation reports by the project countries, partners, and the project staff.

Research, Information, and Knowledge Management:

- Lead in designing, developing, planning, and organizing e-learning courses, thematic workshops, and webinars under the programs.
- Lead inter- and intra-regional collaboration through cooperation with other regional networks and participation in regional and global events/ platforms to create an enabling environment and promote locally led adaptation agendas.
- Guide the design, production, and dissemination of knowledge products such as process documents, fact sheets, brochures, project overviews, multimedia products (audio and videos), success stories/ impact stories, and other related materials.
- Guide the production of content for monthly electronic newsletters, including carefully curated articles and preparation and production of briefing materials on the programs as needed/requested.
- Guide the development of background documents and toolkits, including social media toolkits for the programs, to support advocacy and communication outreach.
- Lead the coordination of stakeholder outreach by planning and writing content for media, social media, and events.

Monitoring and Evaluation:

- In collaboration with the M&E Lead, manage the M&E focal points for the assigned programs, ensuring all information and data/statistics are collected, updated, maintained, and shared through regular progress reports, program performance monitoring sheets, and donor reporting, including the development of data collection tools and templates.
- Supervise the program management team to monitor the performance targets against the agreed M&E and work plans, and report the progress promptly.
- Draft monthly, quarterly, biannual, and annual progress reports are being submitted to the donors and the partner agencies.
- Draft and edit technical reports, special reports, and other related program documents.

Gender and Diversity Integration:

- Lead and manage the process of integrating gender into programming and developing Engendering Guidelines and Tools.
- Bring together and manage a diverse group of stakeholders and people from different backgrounds, countries, races, religious beliefs, ethnicity, age, gender, physical abilities, political beliefs, and socioeconomic status for the successful implementation of program interventions.

- Proactively coordinate with and guide the program team with different backgrounds, genders, ethnicities, races, etc., to increase trust and cooperation.
- Guide program teams to promote gender equality, diversity, and inclusion in recruiting human resources like staff, consultants, and interns.
- Guide program teams to ensure all program interventions are gender and diversity-sensitive.

Staff Management and Supervision:

- Provide strategic direction to the program team to promote the locally led adaptation agenda in the region and the countries through the assigned programs.
- Delegate and assign tasks effectively and fairly according to individual strengths, workloads, and interests.
- Supervise and manage the performance of the assigned programs team, providing timely feedback, coaching, mentoring, and learning opportunities.
- Provide support to the assigned programs team in implementing new initiatives, promoting trust and confidence in the team's decision-making process, and improving the team culture.
- Design and develop new interventions and program areas to expand ADPC's preparedness and climate action thematic areas.
- Contribute to PCA strategies, programs, overall work plans, and annual budgeting processes.

Thematic Leadership and Resource Mobilization:

- Lead the sub-thematic area of Climate Adaptation in the PCA department and develop proposals, programs, and Theory of Change.
- Work closely with the Director to identify development partners and search for partnership avenues.
- Support the Director in mobilizing resources to continue program scale-ups and scale-outs and design new programs.
- Guide the geographic expansion and scale-up of PCA programs in the priority countries.

Cross-Program Support and Coordination:

- Coordinate with other PCA flagship programs, such as INSPIRE, APP, BPP, SPRINT, etc, to establish and promote synergies and leverage support.
- Amplify cross-learning and lessons learned with other PCA and ADPC programs.
- Coordinate with other thematic and operational departments, such as the ADPC communication team, to enhance and promote program-related learning within and beyond ADPC.
- Perform other duties and responsibilities as assigned by the Director, PCA.

This job description covers the general responsibilities and representative tasks of this position. Other tasks may be assigned as necessary according to program priorities and needs.

F. Performance Competency

Core competencies:

- **Integrity:** Demonstrates the highest level of commitment and demonstrates respect for persons of concern to ADPC, partners, and colleagues in all aspects of work. Ensures that personal and professional behavior is of the highest standard.
- **Diversity Awareness:** Able to embrace the uniqueness of all individuals along several dimensions such as race, religious beliefs, ethnicity, age, gender, physical abilities, political beliefs, socioeconomic status, disability, political conviction, or any other distinguishing features.
- **Equality Awareness:** Understands that each individual has an equal opportunity to make decisions, participate in social activities, perform any work at the organization, and make the most of her/ his life and talents.
- **Teamwork and Collaboration:** Works constructively within and across teams in ways that allow shared objectives to be achieved. Works effectively with colleagues and partners. Fosters a positive and collaborative environment.

Preparedness and Climate Action Department Functional Competencies:

- **Teamwork and collaboration:** Works constructively within and across teams in ways that allow shared objectives to be achieved. Works effectively with colleagues and partners. Fosters a positive and collaborative environment.
- **Results Orientation:** Focuses on delivering agreed-upon results through effectively managing internal and external resources to achieve results. Demonstrates a commitment to both personal and organizational excellence, with an emphasis on results.
- **Analytical Problem-Solving Skills:** Displays analytical thinking by identifying, defining, and analyzing information, situations, and problems. Arrives at viable solutions through a variety of approaches. Demonstrates critical thoughts, methodical review of implications, intuition, and rational conclusions.
- **Adaptability:** Demonstrates flexibility, both intellectually and behaviorally, to adapt to and work effectively in various situations, often under demanding conditions, and to cope with the unforeseen or unexpected. Looks for opportunities presented by change and is not "paralyzed" by new and unusual scenarios. Creates opportunities to improve how they work.

Preparedness and Climate Action Department Supervisory Competencies:

- **Leadership:** Shows clear initiative and proactivity in steering the direction of staff under their responsibility. Provides vision and strategy; inspires others to act towards a common goal. Recognises team efforts while being approachable and respectful of others.
- **Empowerment:** Enables or authorizes an individual to think, behave, take action, and control work and decision-making about their job in autonomous, independent, self-directed ways. Has

a managerial and organizational style that enables staff to practice autonomy, control their jobs, and use their skills and abilities to benefit both their organization and themselves.

G. Reporting Relationships:

In performing the duties and responsibilities indicated above, the Program Lead, Climate Adaptation, will be supervised by the Director, Preparedness and Climate Action Department of ADPC.

The Program Lead, Climate Adaptation, will report directly to the Director and will work closely with other project/program managers and coordinators of the PCA department.

How to apply: Interested Candidates can submit the completed ADPC application form, (downloadable from www.adpc.net), resume, copy of degrees/certificate(s) together with a cover letter, to: adpcjobs@adpc.net by midnight Bangkok time on 28 May 2025.

Female candidates are especially encouraged to apply.

ADPC encourage diversity in its workplace and support an inclusive work environment.