

## What we are looking for

A World Youth Alliance leader possesses the skills, attitude, and behavior that will effectively lead the organization toward accomplishing its goals and fulfilling its mission. There are several core competencies that we expect from our staff:

### An effective communicator

Our staff engage with people from different cultures and stages of life. Effective communicators are not only skilled at clearly articulating complex ideas or training members, but are also empathetic; they make the effort to understand their audience in order to communicate and respond appropriately. Our most excellent staff have the ability to tailor their tone and craft their message with prudence. They are creative and confident in their ways to make their voices heard.

### An efficient and organized leader

Staff are responsible for managing the region and its members. This means that as staff, you are able to prepare a systematic plan and implement a system that will efficiently get the work done without requiring supervision. You possess a keen eye for detail and exercise foresight which allows you to provide for possible contingencies. You also know how to delegate tasks to your team without overworking them.

### An enthusiastic collaborator

Solidarity is an essential principle in WYA. As both a leader and team member, you value other people's ideas and make the effort to help those who need more guidance. You possess the openness to learn from others and possess the patience to engage with different personalities within and outside the organization. You know how to put others first and how to make them feel valued and respected.

### A well-grounded professional

As staff, you value continual learning. You make the effort to enrich your knowledge about topics relevant to the youth and to our advocacy whether that be through self-study, attending workshops, immersions, research, or simply spending time with the people we aim to help. You actively gather insights about the youth of today—*who are they? What do they value? How do we reach them?*—and enrich your lectures by growing your knowledge about society and history.

### A tech-savvy online citizen

Engaging with the youth on a daily basis means being able to keep up with the latest technology and digital trends. As staff, you are well informed and skilled in maneuvering various professional software (MS Office, Adobe, and other similar programs) as well as social media and *crowdfunding* platforms. You are able to maximize traditional and modern technology in order to achieve regional strategic goals.

### A discerning individual

WYA is an organization that educates, mobilizes, and inspires the youth to advocate human dignity and to defend the person through policy and culture. As staff, you are expected to practice professionalism. You are able to present yourself well at all times, recognize the importance of accountability, honor commitments, and possess a strong sense of purpose that empowers others to do the same.

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## Important Qualifications and Assessment for the Regional Director of Operations Vacancy

We are looking for applicants who possess a bachelor's degree (preferably higher) and at least two (2) years of previous work experience in management, community development, human and institutional capacity-development and/or other related work. Having professional experience in budget management and development, finance, fundraising, training and capacity-building, and possessing familiarity with the Asia Pacific regional are an advantage. Fluency in English is required; knowledge of another Asia Pacific language is an advantage. Interested applicants must be available to work full-time at the Asia Pacific office located in Manila, Philippines and must have completed (with excellent marks) the WYA Certified Training Program before the start date. Qualified applicants will be evaluated through the application form and multiple competency-based interviews with the WYA Staff.

## Regional Director of Operations (WYA Asia Pacific)

### Summary

The position of Regional Director of Operations (RDO) is an executive position. The RDO works with the Regional Director (RD) and assists in the implementation of the annual strategic plan of the region.

The RDO maintains and develops the membership base through effective management of the Internship Program, the Certified Training Program (CTP), the Human Dignity Curriculum (HDC), and other programs in conformity with the strategic plan. The RDO oversees marketing and communication related projects in the region through effective maintenance and management of contacts on the WYA database and related systems. The RDO is also responsible for all legal compliances, and finance-related activities, including the development of the regional budget. The RDO represents WYA as stated in the vision, mission, and charter. This is a full-time position.

### Responsibilities

- Manages overall operations, financial, and legal matters of WYAAP
  - a. Develops and manages the region's annual budget with the RD
  - b. Prepares monthly financial reports and a year-end report of the regional budget to be submitted to the WYA Headquarters
  - c. Maintains and updates legal documentation, working permits, and other contractual agreements
  - d. Manages day-to-day financial activities and keeps records of all transactions, such as payments, withdrawals, deposits, and other similar activities
  - e. Maintains regular communication with the region's accountant and the WYA Headquarters for all finance, accounting, and other operations-related matters of WYAAP
  - f. Prepares proposals for the implementation of projects and programs with the RD
- Manages administrative and office matters
  - a. Increases the effectiveness and efficiency of organizational support to members by reviewing and/or developing policies, goals, objectives, and procedures for day-to-day office functioning
  - b. Complies with deadlines for submission of plans, proposals, and project documentation
  - c. Reviews and updates donor and member database information and maintains communication with regional members, especially committee members
  - d. Works with the RD in implementing marketing and communication campaigns for the region
  - e. Manages human resources-related work and ensures compliance with the labor laws of the country
- Manages the WYAAP Regional Internship Program
  - a. Reviews applicants to the Regional Internship Program with the RD
  - b. Organizes intern work schedules and ensures proper delegation of projects and tasks among the team
  - c. Oversees the training and performance evaluation of interns, and ensures an enjoyable and productive internship experience
- Manages the WYAAP Certified Training Program
  - a. Reviews applicants to the CTP and leads effective implementation of the training sessions, in collaboration with the RD and Certified Trainers
  - b. Manages CTP lectures and one-on-one consultation sessions, marks CTP answers, and ensures an enjoyable and effective learning experience for trainees
  - c. Manages the Online Training Zone and conducts CTP accreditation with the RD
- Manages the WYAAP Human Dignity Curriculum
  - a. Leads HDC implementations and trains teachers and volunteers in conducting HDC lectures
  - b. Prepares lesson plans and activities for different community implementations
  - c. Prepares HDC reports and ensures proper documentation of each implementation
  - d. Actively seeks new partners and donors and nurtures relationships with existing partners