



Asia South Pacific Association
for Basic and Adult Education

Learning Beyond Boundaries

APPLICATIONS OPEN For the post of

SECRETARY-GENERAL

Asia South Pacific Association for Basic and Adult Education (ASPBAE)

The Organisation: ASPBAE

The Asia South Pacific Association for Basic and Adult Education (ASPBAE) is a non-profit regional, membership-based network which works for the promotion and advancement of the right to education, and for transformative basic, youth and adult education for all, within a lifelong learning framework. Established in 1964, ASPBAE is registered in the Philippines, with a membership base of more than 200 individuals and organisations involved in basic, youth and adult education work, operating in more than 30 countries in the Asia Pacific region.

ASPBAE's core strategies are Policy Advocacy, Leadership and Capacity Building, Building Strategic Partnerships, and Institutional Strengthening.

ASPBAE works to ensure that the internationally agreed goals and especially Sustainable Development Goal 4 on education is translated to robust education sector plans at the country level attentive to the needs especially of marginalised and vulnerable groups, the resources required to meet the full agenda are mobilised and judiciously applied, and that the processes and mechanisms for accountability and monitoring of Education 2030 are set up, with the institutionalised participation of civil society, including representative organisations of learners, teachers/educators, parents, and youth.

ASPBAE's capacity building work is oriented to building the capacities of civil society organisations – especially broad fronts of national-level education campaign coalitions – in advocacy on the right to education and lifelong learning to hold governments, donors, multilateral and intergovernmental bodies, and other decision-makers to account; and in building the capacities of adult education providers to enrich youth and adult education practice in the region.

ASPBAE forges partnerships with civil society global and regional networks advancing the right to education and lifelong learning, notably the Global Campaign for Education (GCE) and its constituent bodies and the International Council for Adult Education (ICAE).



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It is the regional focal point in UNESCO's Collective Consultation of NGOs on Education 2030 (CC NGO Ed2030).

ASPBAE is an NGO in official relations with UNESCO with Associate status and is on Roster Status with UN ECOSOC (Economic and Social Council).

More information about ASPBAE is available on its website: www.aspbae.org

About the Role

ASPBAE is searching for its next SECRETARY-GENERAL, who can exercise strong leadership in steering a more than 50-year old Asia Pacific civil society network as a credible voice of civil society on education, a leading champion for the right to education in regional and global spaces and policy platforms, and a dynamic enabler of transnational learning and capacity building on transformative and empowering basic, youth and adult learning and education.

ASPBAE is looking for a dynamic and inspiring leader, one who will competently implement and articulate the Organization's vision, objectives, and direction. ASPBAE seeks a creative and analytical thinker, able to introduce new, innovative ideas and initiatives for ASPBAE's continued development and growth. Our SECRETARY GENERAL shall be the voice of the Organization in regional and international forums, and shall be expected to ably represent the Organization as a force for positive and meaningful change. ASPBAE's SECRETARY-GENERAL is its Chief Executive Officer – a team worker who is inclusive in leadership style, fosters a culture of non-discrimination, uprightness and integrity, and who will bring extensive experience in transnational work in the supervision and control of all strategic, financial, and administrative operations of the Organization, in the highly dynamic context of CSO work in the region and globally.

ASPBAE'S SECRETARY-GENERAL:

- Is primarily responsible for building, maintaining and strengthening a membership-based network of more than a hundred civil society organisations located in more than 30 countries in the Asia Pacific in promoting basic, youth and adult education that is transformative and empowering;
- Supports a multi-national Board of eminent NGO leaders and activists in education to steer an organization whose work spans the areas of policy advocacy, leadership and capacity-building, strategic partnerships and institutional development;
- Leads and manages an international staff team based in different locations in the region, supervising workloads and schedules in a multi-country work environment;



- Represents ASPBAE in efforts to build and maintain alliances with its strategic partners, as well as a wide array of stakeholders in education, including local, regional and international NGOs and CSOs, governments, inter-governmental bodies, other international organizations and movements. As an ASPBAE standard-bearer, is ASPBAE's primary spokesperson;
- Provides strategic leadership and overall management over ASPBAE's programmes, finances, staff and operations as ASPBAE's Chief Executive Officer; and
- Leads in ASPBAE's resource mobilization endeavours towards organisational sustainability, maintaining strong relations and engagement with ASPBAE's development partners.

KEY ATTRIBUTES

- Deep understanding and knowledge of regional and global education and development policy issues and concerns especially from a right to education and lifelong learning framework and perspective, and is passionate about the values that ASPBAE upholds;
- Extensive experience and proven competencies in change management, is versatile and able to introduce innovative ideas, implement organisational strategies for effecting, mediating and adapting to change;
- Proven ability to work efficiently under pressure, understand new issues quickly, and when necessary, make fast and appropriate decisions;
- Excellent interpersonal skills with the strong ability to work with colleagues and with members from different countries and backgrounds, in multi-locational office arrangements;
- At least 10 years of experience in strategic leadership and management, preferably with at least 4 years' experience in a regional or international CSO, with management experience in transnational network formations preferred, spanning the areas of:
 - Strategic, programme and project planning, monitoring and implementation
 - Financial management including budget preparation, accounting, and audit principles and processes, donor-funding procedures
 - Governance and accountability processes and mechanisms
 - Human resource and personnel management
 - Resource mobilization and institutional sustainability



- Extensive experience and competencies in network building, in functioning within settings that require engagement with parties from highly diverse backgrounds, perspectives, positions;
- Extensive experience in country level and transnational lobbying and advocacy work with strong competencies in public speaking with diverse audiences;
- An effective and powerful communicator with strong writing skills in English, the working language of ASPBAE;
- Holds at least a Master's degree, preferably in education or development.

Work-Related Travel: The position entails extensive travel within the Asia Pacific and other regions of the world.

Post Location: Metro Manila, Philippines strongly preferred. ASPBAE can consider location in other parts of the Asia Pacific in exceptional circumstances

Contract Term: The initial Term is for Five (5) Years, with a Six-Month probation period, and subject to renewal at ASPBAE's discretion, for successive Five (5) Year Terms.

Salary: ASPBAE remuneration is competitive, comparable to what regional Asia Pacific NGO networks offer. Compensation shall be negotiated with the applicant based on his/her actual experience and qualifications.

Application Process:

- *Who May Apply:* The Application is open to everyone, including current staff, those in the ASPBAE network as well as all other interested individuals.
- *Documentary Requirements:* Applicants are requested to submit the following:
 - a. An introductory cover letter addressing the above-listed selection criteria, **including** a statement of the minimum gross monthly compensation sought, denominated in US dollars. The cover letter shall likewise include the applicant's intended post location ;
 - b. A Curriculum Vitae (maximum of eight (8) pages), with emphasis on Work Experience;
 - c. The names and contact details (i.e. *email addresses, mobile numbers, Skype/Viber/WhatsApp* usernames) of two referees; and
 - d. Samples of the applicant's written work.



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- *Where to Submit:* All application documentary requirements should be sent by email, addressed to:

The '**Selection Committee, ASPBAE Secretary General**'

Email address: ASPBAESGsearch2019@gmail.com

NOTICE AND DISCLAIMER

1. ASPBAE IS NOT REQUIRED TO RESPOND TO ALL APPLICANTS, NOR RETURN ANY APPLICATION DOCUMENTS RECEIVED. ASPBAE SHALL BE REPLYING ONLY TO APPLICANTS WHO HAVE BEEN SHORT-LISTED FOR THE POSITION.
2. ALL APPLICANTS ARE DEEMED NOTIFIED THAT THE DECISION OF ASPBAE'S EXECUTIVE COUNCIL ON THE SELECTION OF THE SECRETARY-GENERAL IS FINAL, AND CANNOT BE APPEALED OR DISPUTED.

Applications close Friday, 13 December 2019.