The **Asian Disaster Preparedness Center (ADPC)** welcomes applications from qualified professionals with relevant experience to strengthen our professional team.

**Position Title:** Deputy Executive Director  
**Duty Station:** Bangkok, Thailand  
**Grade / Levels:** A2

**The Asian Disaster Preparedness Center (ADPC),** established in 1986, is a regional non-profit foundation with headquarters in Bangkok, Thailand supporting the advancement of safer communities and sustainable development, through implementing programs that reduce the impact of disasters upon countries and communities in Asia and the Pacific. The primary geographical focus of ADPC’s activities is Asia with the South, South East and East Asia being the primary sub-regions.

ADPC has more than 30 years of working experience in Asia along with the national and local Government of its charter member countries as well as countries of the Regional Consultative Committee (RCC) on Disaster Management. ADPC addresses the region’s preparedness needs in development of capacities and promotion of learning; dissemination of information and knowledge management; provision of technical and advisory services; implementation of pioneering regional programs; preparations and follow up of global and regional mechanisms; establishment of new regional mechanisms; support for inter-agency coherence and coordination and catalytic facilitation and partnership to sub-regional mechanisms. ADPC works to build preparedness at all levels, from regional, to national, to sub-national and even to individual communities. Further details on ADPC and Programs can be found at www.adpc.net

**Statement of Intent:**

The Deputy Executive Director (DED) supports the Executive Director (ED) in the management of ADPC; Specifically oversees and manages the operational Departments and country offices/representation. DED supports new project/program development; coordinates ADPC’s work program; and ensures cooperation between and coordination of the operational Departments.

**Note:**

It is not the intent of this Position Description to cover every aspect of the position requirements, rather to highlight the most important areas of personal and joint responsibility.

**Required Qualifications / Selection Criteria:**

- Master Degree or equivalent professional training, in a relevant field.
- Extensive practical experience of inter-disciplinary disaster risk management practice.
- Extensive experience in project/program management in the Asian-Pacific multi-cultural context.
- International experience at a senior level, preferably in the Asian-Pacific region, is essential.
- Working knowledge of the international donor community, United Nations agencies and NGO’s is an added advantage.
- Demonstrated abilities of leadership, supervision and team building in a multi-cultural environment.
- Demonstrated capacity in coordination of interdisciplinary work programs.
- Demonstrated skills and experience in project proposal writing, financial/grant management.
- Excellent interpersonal skills and team-oriented working style.
- Experience in staff performance evaluation at senior level. Knowledge of 360 feedback review is an advantage.
- Excellent English proficiency in oral and written communications/reports, including presentations.
- Some knowledge of financial and budgetary management, and monitoring and evaluation.
- Experience in carrying-out consultancy assignments in disaster management related field preferred.
- Must be allowed to work legally in Thailand.

**General Requirement:**
- Operate within all ADPC Guidelines & Procedures/ Policies.
- Provide ongoing capacity building training & development to ADPC staff as required.

**Duties and Responsibilities:**

**Executive Management**
- Oversee and manage the day to day operation of the operational Departments of ADPC (e.g. ADPC Academy, Risk Governance, Climate Resilience, Urban Resilience, Health Risk Management, Preparedness for Response and Recovery, Geospatial Information Departments) as well as the country offices/representation.
- Oversee and coordinate the operational Departments’ work planning and progress/financial reporting in close cooperation with the Finance and Strategic Planning Departments.
- Oversee and support the country offices/representation in reporting on progress at country level. Ensure regular compilation and submission of country level reports to the Executive Committee (ExCom) and the Strategic Planning Department (Monitoring and Evaluation Team).
- Present ADPC’s program and activities to external agencies on behalf of the ED, so as to ensure close liaison with sponsors and further the Center’s prospects of interests. Coordinate liaison with the Strategic Planning Department.
- Develop, with the guidance of the ED, a wide network of personal relationships with all staff, professional associates, consultants, program participants, government representatives, etc. who represent ADPC’s family, friends and clients.
- Ex-officio member of the ExCom.

**Resource Mobilization and Project development**
- Coordinate operational Departments’ resource mobilization. Ensuring close cooperation between operational Departments, Finance Department and Strategic Planning Department. Ensure that new proposals are supporting the current ADPC Strategy/Strategic Plan. Ensure quality control of prepared proposals for submission.
- Identify new opportunities/directions for resource mobilization and program/project funding.
- Identify opportunities for institutional core funding support.
- Supervise the preparation of high quality relevant project proposals for approval by the ED; acting as the focal point in developing/submitting proposals (other than the team proposals) to donor agencies.

**Annual Work Plan**
Coordinate, develop and oversee ADPC’s Annual Work Plan in close cooperation with the Strategic Planning Department. The DED is primarily responsible for ensuring the timely and complete inputs to the planning from the operational Departments.

- Advise the operational Departments on implementation of the Annual Work Plan and the component programs/projects. Ensure adequate cooperation between the departments in the implementation of the Annual Work Plan.
- Develop team strategy and identify opportunities for cross-team funding and implementation support.
- Ensure that departments are providing the necessary inputs for reporting against the Annual Work Plan.

Communications, Information and Knowledge Management

- Support and contribute to the Strategic Planning Department for ADPC’s Communications, Information and Knowledge Management activities and outputs.

General

- Participate in OED meetings and other forums for the purposes of providing analysis and advice concerning ADPC’s operational plans that are in line with the strategic plan, objectives and goals.
- Assist the ED in formulating / updating ADPC policies and procedures as required.
- Execute other duties as assigned by the Executive Director within the scope of the duties and responsibilities identified above.
- Provide technical inputs to projects and consultancies on behalf of ADPC, in consultation with and agreement of the ED.
  - Act as a technical resource person for ADPC’s work, as appropriate.

Reporting and Working Relationships:

- Reports directly to the Executive Director.
- Works closely with other directors and other staff of ADPC.

Contract Duration: One (1) year contract with possibility of extension.