

World Vision Foundation of Thailand is a Christian humanitarian, development and advocacy organisation devoted to improving the lives of children, their families and communities by tackling the root causes of poverty. With nearly 50 years of experience in the country, we help all people regardless of race, gender, and religion. Come join our team in Thailand, be part of our 40,000+ staff working in over 90 countries and share the joy of transforming vulnerable children's life stories!

Learn more about our work at worldvision.or.th

POSITION DESCRIPTION			
Job Title	Program Director	Reports to:	WVFT National Director Matrix: GAM Director
JOB PURPOSE			
<p>To provide strategic and operational leadership for all aspects of WVFT's Global Fund HIV/TB programming ensuring high impact, cost effective, timely and quality implementation and management with high levels of accountability and compliance. The Program Director will have a keen understanding of national HIV and TB programs and work carefully and collaboratively with the DDC, DTB, DAS, Development Partners including UNAIDS, IOM, UNDP, UNODC, SRs, and all other stakeholders. The PD will manage a team of senior staff and ensure quality, timeliness, and efficiency of all products and activities generated under the grant. This involves ensuring effective internal systems, processes and people are in place and performing to an optimal level and critical external relationships and partnerships are grown and sustained to help maximize wider GF impact.</p>			
MAIN RESPONSIBILITIES			
% time	Activity	End Results	
30%	<p>Strategic leadership and accountability</p> <ul style="list-style-type: none"> Provide strategic direction, implementation oversight and accountability for the GF program Collaborate closely with WVFT senior leaders to ensure required support for GF Ensure organizational capabilities are established, developed and sustained, including the required technical expertise and M&E systems Ensure that the GF Program is both disbursement ready and implementation ready by leading and coordinating the essential documentation package (including but not limited to Performance Framework; Detailed and Summary Budget; Health Product Management Template and Implementation Arrangement Map) is developed in timely manner and to the highest quality as per the Operational Policy Notes; that the Program's strategic objectives, targets and budget are fully aligned with the highest technical quality standards for the program implementation. 	<ul style="list-style-type: none"> WVFT as PR achieves its targets WVFT complies with all GF requirements GF operations effectively integrated into wider WVFT operations WVFT SLT and Board effectively engaged and supporting GF GF structure, systems, processes and staffing working performing to standards required 	

	<ul style="list-style-type: none"> • Ensure that program implementation follows WVI and the GF latest operational notes, administrative policies, procedures and regulations. • Ensure and oversee M&E and Program Quality systems and processes to ensure that regular and quality reporting of grant implementation progress as per the grant Performance Framework and the Program Implementation Work Plan through the Program Update/Disbursement Requests (PU/DR) to the LFA and Global Fund. • Establish and maintain effective working relationships and communication with various departments of the WVFT Country Office, WVI Regional Office, WV Support Offices, as well as the WV Global Center Health and Nutrition Department and Global Fund Unit. • Provide regular updates and recommendations related to Program implementation to the National Director and WVI Teams as appropriate. 	
40%	<p>External engagement</p> <ul style="list-style-type: none"> • Represent WVFT as PR, developing and sustaining working relationships with all relevant stakeholders • Develop and maintain effective management relationship and partnership with SRs, beneficiaries and Civil Society, and all the key strategic partners: MOPH, DDC, DTB, DAS, RTF, PEPFAR, UN Partners, and other stakeholders. • Closely coordinate and collaborate with the Local Fund Agent (LFA), Country Coordinating Mechanism (CCM), the Global Fund Country Team, and implementing partners, as appropriate. • Present WVFT as the PR, interact, build and nurture effective working relationship with GF country team. • Serve as a resource person for disseminating knowledge and skills to MOPH, SR and other institutions as needed. • Develop and maintain professional and institutional relationship with government ministries, GF, as appropriate through sharing of reports, concerns, updates and being transparent in the management of the grant. 	<ul style="list-style-type: none"> ○ WVFT is a credible, trusted partner of choice ○ National programs are strengthened and supported ○ Successful integration of grants between 3x PRs, country funded programs and USAID PEPFAR & Development Partner activities ○ Learnings and best practices are shared and WVFT learns from stakeholders

	<ul style="list-style-type: none"> Actively participate in CCM regular meetings and Project Advisory Committee. 	
20%	<p>Finance and risk management</p> <ul style="list-style-type: none"> Direct the timely development of the Global Fund grant program budget and monitor its execution on an ongoing basis so the compliance with WV's contractual obligations is maintained over the entire period of the Program implementation and as recommended in line with the GF grant budgeting and performance-based funding principles. Manage the full GF budget and report as required Ensure procurement and supply chain systems and practices in place Oversee the appropriate implementation, monitoring of sub-grants to all SR, ensuring compliance all GF and WV regulations and procedures. In line with the WVI Risk Management policies and the GF recommendations ensure development of realistic and robust risk management matrix and Contingency Plans to ensure the program implementation integrity and continuity as necessary 	<ul style="list-style-type: none"> Budget executed and monitored in line with GF requirements SRs comply with GF requirements Supply chain and procurement system complies with protocol and well-coordinated Risks are identified, mitigated and where necessary managed through ERM principles and processes
10%	<p>Team leadership</p> <ul style="list-style-type: none"> Ensure the effective performance, wellbeing, engagement and growth of senior staff. Lead the Program Implementation Team in fulfilling WVI's core policies including Safeguarding, gender equality, diversity and inclusion, health and safety, anti-fraud and corruption. Ensure a high performing and motivated Program Management Team is sustained with clear objectives, implementation strategies, and Key Performance Indicators (KPIs). Meet staff support and professional development needs for improved staff performance. Conduct periodic individual and team performance reviews to ensure they meet both WVFT's and the GF standards, policies and procedures, and technical quality implementation. 	<ul style="list-style-type: none"> Leaders/managers achieve their performance and development targets Highly engaged and performing team/s

	<ul style="list-style-type: none"> • Provide guidance, mentor and management tips to all GF Program Implementation Team staff to ensure timely achievement of program targets. • Provide ongoing guidance and technical oversight to members of the GF Program Management Team, sub-recipients, and other stakeholders, including building and strengthening their capacities while monitoring their performance on an ongoing basis. • Proactively raise any concerns/ issues to WVFT leadership for quick and effective solutions. 	
SUCCESS PROFILE		
Required experience & demonstrated capabilities	<ul style="list-style-type: none"> • Experience of successfully managing large grant programs. • At least 8 years' experience managing large complex development and/or humanitarian programs. • Demonstrated ability in growing and managing external partnerships. • Strong understanding of the Thailand social, economic context and government structures. • Demonstrated experience in working with the GF and ensuring compliance with GF requirements • Fluent in Thai and English language. • A minimum 5 years in a management position, supervising senior staff, in an international or multicultural environment at the national level or international level. • Extensive experience in financial and grants management, including sub-grant management, and budget and procurement control. • Strong ability to establish professional relationships and to work collaboratively with host government agencies, donors, civil society and community-based organizations (CBOs). • Knowledge of development issues, trends, challenges, and opportunities and implications to community development, particularly public health. • In-depth knowledge of matters related to health systems strengthening and related implementation approaches with GF. • Knowledge of effective participatory M&E systems. • Knowledge of supply chain management processes. • Knowledge of financial management systems. 	
Required qualifications	<ul style="list-style-type: none"> • A minimum of a master's degree in public health and/or International Development, Health Economics, Medicine, and/or project management. 	

As a child focused organisation, World Vision Foundation of Thailand is committed to the safeguarding of children, therefore any offer of employment is conditional upon the successful completion of applicable background checks, including a criminal records check.

By submitting your application, you understand and accept that World Vision Foundation of Thailand will process the data you provide for the purposes of your application and in accordance with the World Vision Foundation of Thailand - Job Applicant Privacy Notice.

Applicants are required to send a CV and cover letter via email to [Jeff Brunt@wvi.org](mailto:Jeff_Brunt@wvi.org) and [Natpimon Apipongpisarn@wvi.org](mailto:Natpimon_Apipongpisarn@wvi.org). Applications will be reviewed on a rolling basis, with interviews scheduled with suitable candidates on a rolling basis. Any questions or requests for additional information can be directed to the emails above.