

Program Manager - Women Leadership Academy

The time to lead is now

Since 2012, Wedu has nurtured the unique leadership journeys of over 3,000 women from 28 countries across Asia by facilitating mentorship, delivering leadership development training, and providing access to customised opportunities and financing for education. These women are inspiring individuals committed to changing the status quo. We believe this community of women leaders - supported by gender equity allies around the world- has the power to achieve large-scale social change.

This is an exciting time to join Wedu. As we celebrate our first decade of impact, we're looking for motivated people who are innovative and thoughtful in their approach to getting things done, and who have a demonstrated passion for gender equity to join our remote-first team.

Wedu has been featured in:



Your role

The Program Manager will provide leadership for Wedu's WLAs, starting with the 2022 YSEALI Women's Leadership Academy for emerging women leaders (ages 20-35) on the theme of Human Rights (learn more [here](#)). The YSEALI WLA, which is implemented under a cooperative agreement with the U.S. Mission to ASEAN, brings together 54 young women leaders from across ASEAN and Timor-Leste for six months of training, mentorship, and experiential learning.

The Program Manager will be responsible for the overall success of Wedu's WLAs and lead a variety of functions to contribute to that success, including setting and executing programmatic strategies, providing clear communication and knowledge-sharing, and serving as the lead WLA expert and spokesperson.

The Program Manager will lead the existing project team and work in close collaboration with partners, donors, and emerging women leaders. We are looking for someone who is passionate about advancing women's leadership and has an entrepreneurial spirit and growth mindset.

Responsibilities

- Lead the Women Leadership Academies (WLAs) across their entire lifecycle using an impact-driven, evidence-informed, and participatory approach.
- Guide the continuous improvement of WLAs, spearheading programmatic innovations and strengthening systems that ensure quality delivery of virtual, hybrid, and in-person programs.
- Manage content and curriculum development, activity and event design, speaker selection and preparation, and participant engagement for the WLAs.

- Lead donor and partner engagement for existing funding partnerships (including the U.S. Mission to ASEAN) and cultivate new donors to extend the impact of WLAs across Wedu's geographies and priority issue areas.
- Manage grants, ensuring full compliance, writing reports, maintaining financial oversight of budgets, and proactively addressing challenges.
- Manage monitoring, evaluation and learning (MEL) processes for WLAs, working with the Head of Programs and evaluation consultants to generate robust and actionable impact assessments.
- Build, motivate and lead a high performing program team of staff, interns, and consultants.
- For the YSEALI WLA: Work closely with the WLA team at Wedu and the U.S. Mission to ASEAN to ensure the program meets the agreed-upon goals and outcomes within YSEALI's strategic framework. This includes organising a three-day hybrid workshop for over 50 women leaders in the human rights sector from across the region in Bangkok in late August 2022.
- Shape and support wider programmatic priorities and strategies at Wedu as a senior member of the program team.
- Ensure project success and effectiveness by accomplishing other tasks, as needed.

Qualifications and experience

- At least seven years of relevant work experience, with increasing responsibility and at least three years in a supervisory role.
- Demonstrated success in a similar role, ideally designing and delivering high-impact programs at a regional level in South and/or Southeast Asia.
- Familiarity with participatory, feminist, and positive youth development approaches to program design and implementation.
- Extensive experience with the development and management of leadership/ professional development programs. Preferably knowledgeable about the opportunities and challenges associated with regional youth leadership development.
- Experience in curating and convening purposeful events (in-person, hybrid, virtual), ideally with international stakeholders or settings.
- Experience with proposal development, grant management, and project budgeting (preferably with USG-funded projects).
- Ability to design and implement creative, analytical approaches to improve programs and the flexibility to change should these approaches need course correcting.
- Professional proficiency in English.
- Current lived experience in South or Southeast Asia.
- Preferred: Knowledge of human rights issues within the international landscape and knowledge of Southeast Asia regional issues.

Personal attributes

- Demonstrated passion for gender equity and a commitment to advancing women's leadership.
- An optimist who is self-motivated, independent and has a can-do attitude with a proven ability to work autonomously as part of a geographically distributed team.
- Superb organizational skills, with the ability to balance multiple and competing priorities, and effectively delegate tasks, with an acknowledged track record of achieving results.

- Interested in leadership development concepts and trends in a way that will continue to build upon our unique approach to leadership development.
- Strong critical thinking and problem-solving skills with high attention to detail.
- Strong interpersonal skills with cross-cultural sensitivity and a proven ability to establish collaborative relationships with a range of stakeholders.
- Entrepreneurial and not afraid to take ownership, showing audacity and resourcefulness in identifying and acting upon opportunities to innovate; you are also flexible and comfortable with ambiguity and leading change.
- Equally adept at listening deeply, speaking effectively, and writing clearly: you are confident and resourceful when reaching out to new people, and are a skilled facilitator.
- Ability to apply strategic and creative thinking, while being proactive, persistent, energetic, and detail-oriented.

Organisational arrangements

This fully remote position is open for all candidates based out of Asia and is being recruited through Wedu (Thailand) Foundation with a preferred start in May 2022. Wedu's team is primarily based in ICT (UCT +7) timezone, and team members are expected to have at least 5 hours of overlap with this timezone each day. This role may require regional travel and odd working hours from time to time, depending on existing and new program demands. The starting salary range is USD 1,500-2,000/month plus benefits and remuneration will be set in line with the candidate's experience and skill levels. Benefits include unlimited paid time off and flexible working arrangements.

Apply now

Interested candidates are invited to apply through our [website](#). The priority deadline is 30 April 2022, and **we're looking to fill this position immediately so applications will be reviewed on a rolling basis**. Due to the number of applications we receive, please note that you will only be contacted if you are shortlisted. If you experience any problems submitting the application, reach out to talent@weduglobal.org.

Wedu is committed to cultivating a culture of inclusive leadership and building an organisation that is representative of the communities we serve. We celebrate the individual differences, life experiences, knowledge, self-expression, and talent that each person brings. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, opinions, culture, ancestry, ethnicity, race, sex, gender identity and expression, sexual orientation, age, religion, marital status, disability, and beliefs.