



ACAI

ASEAN Centre for Active Ageing and Innovation

ACAI Secretariat Office, Department of Medical Service Building, Ministry of Public Health, Tivanond Road, Nonthaburi 11000, Thailand
Telephone: (+66) 2590 6275 • Fax: (+66) 2591 8264 • Email: secretariat@asean-acai.org • Webpage: www.acai.dms.go.th

JOB OPENING

Posting Title:	Executive Director
Duty Station:	Thailand-Bangkok
Posting Period:	22 August 2022 – 17 January 2023
Contractual Arrangement:	Fixed-term appointment and renewable once, subject to performance assessment
Contract Duration (Years, Months, Days):	4 years
Schedule:	Full-time

ASEAN Centre for Active Ageing and Innovation (ACAI) welcomes applications for the position of Executive Director. This position is based in Bangkok, Thailand. **Applications must be submitted through the following Email: secretariat@asean-acai.org by Monday, 17 January 2023 (midnight Bangkok time).** You can find the Term of References of ACAI Executive Director and application form at this link: <https://shorturl.at/DS467>. Further information is available on the following website: www.acai.dms.go.th.

Background

ACAI is an inter-governmental organization having its seat in Thailand in accordance with the Agreement on Establishment of ASEAN Centre for Active Ageing and Innovation which was ratified by all ASEAN Member States on 20 May 2020. Our mission is to serve as a knowledge and innovation development hub and collaboration platform for promoting active ageing in ASEAN region. ACAI supports ASEAN Member States and development partners in achieving the Sustainable Development Goals by serving as a catalyst for the United Nations Decade of Healthy Ageing (2021–2030) that will bring together governments, civil society, international agencies, professionals, academia, the media, and the private sector to improve evidence-based guidelines and policies as well as innovative solutions for the lives of older people, their families, and the communities they live in.

In accordance with the Rules of Procedure for ACAI Governing Board, Rule 4: Procedure for Selection and Appointment of the Director states that the Board shall appoint the Director based on merit, competency, and through a transparent process. Pursuant to this Rule, the Board shall launch a competitive recruitment process as the basis for the selection and appointment of the Director whose remuneration and benefits will be around US\$ 10,643 with an attractive remuneration package including housing, medical allowance, life insurance, children's education, and gratuity.

All applications will, therefore, be treated with the strictest confidence and short-listed candidates will be contacted directly to undergo an assessment process, reference, and background checks, including human rights and conflicts of interest screening.

Any questions or inquiries please do not hesitate to contact us at email: secretariat@asean-acai.org or telephone: (+66) 2590 6275.

Duties and Responsibilities

The Executive Director is accountable to the ACAI Governing Board and ASEAN Member States, and has the duty to communicate proactively about the fulfillment of the following responsibilities:

- act as the Secretary of the Board and be responsible for the overall leadership and management of ACAI's operational, administrative and legal functions;
- provide strategic leadership, position the organization in a complementary and collaborative role within the ASEAN Region, and strengthen the partnership with other development partners where there are opportunities for such contributions within ACAI mandates;
- maximize ACAI contributions to ASEAN Clusters and align ACAI's work programs to regional and global policy frameworks and targets relating to healthy ageing and innovations and report regularly to stakeholders on the progress and results, while, as directed by the Governing Board and guided by the Senior Officials Meeting on Health Development (SOMHD) of ASEAN Member States;
- perform the duty with responsibility, honesty, and carefulness, and maintain ACAI's purposes and missions according to the laws, as well as resolutions of the Board;
- identify potential risks and opportunities within the organisation and its environment to protect ACAI's purposes and missions;
- support the Board to identify, create and implement strategic plans to drive ACAI's purposes and missions;
- develop a biennial work plan and budget and submit them to the Board for approval; execute the approved work plans; maintain/improve the performance of the Centre; develop internal monitoring systems; and report annual progress and achievements to the Board;
- submit the approved biennial work plans and budgets, and biennial reports to the SOMHD for policy guidance and response to SOMHD's recommendations, and to ASEAN Health Cluster 1 for information;
- develop guidelines for office administration, including human resources, financing and procurement regulations, strategic and plan management guidelines and shall submit them to the Board for approval;
- propose the review on the operating policies and directions of ACAI;
- represent ACAI at social and corporate events in ways that strengthen the brand and communicate the ACAI's message;
- ensure the financial viability, transparency and accountability of the business model for the organization, by identifying potential sources of financial support for project implementation and mobilising funding. The interventions shall be in line with the Financial Regulations and Rules approved by the Governing Board and biannual or annual performance targets established by the Board;
- ensure participation of Member States and develop partnership with stakeholders within and across regions in ACAI's 5-year strategic planning process, the action plan, corresponding human resource management, procurement, and all necessary organizational arrangements for effective implementation of those tools and resources;
- continuously develop organizational maturity and business model to strengthen ACAI capabilities in line with standards of excellence for knowledge and innovation creation, by identifying, recruiting, and terminating staff based on merit, competency, and through a transparent process; govern and control the efficient and effective performance of staff; and train and develop a talented team of staff who can lead critical departments and manage strategic business functions;
- develop the organizational culture and promote transparency and collaboration throughout the organization;

Skills and Expertise

The ACAI Secretariat and ACAI Governing Board are seeking an individual with the following attributes:

- demonstrated at least 5-year senior leadership experience with strategic vision, significant people management, financial and stakeholders management responsibilities and proven skills in managing complex financial constructions and complex organizations, such as an intergovernmental, international non - governmental or multinational private sector entities;
- demonstrated and capacity to successfully apply state of the art management and project

implementation approaches;

- a proven track record of good health and accomplishment at the regional, national, or international level, including experience working in or with international organisations;
- demonstrated ability to work harmoniously, political neutrality, and lead a multi-cultural team and establish cooperative, transparent, inclusive and effective working relationships both within and outside the organisation;
- demonstrated working experiences and wide spectrum perspectives of related areas such as, but not limited to, ageing, knowledge management, research and innovation development and management, internal evaluation, finance-related performance standards, financial strategy development and execution that are contributable to the performances and achievements of the Centre;
- demonstrated creativity in developing operational initiatives and proven ability to propose new ideas and lead on new ways of doing things in a manner that expands current thinking or traditional approaches; and
- high commitment to the values and guiding principles of ACAI and familiarity with the ASEAN region and its mechanisms and system.

Languages

English is the working language of ACAI. For this position, fluency in English is required. A working knowledge of ASEAN languages will be an advantage.

Assessment

The evaluation of applicants will be conducted based on the information submitted in the application according to the evaluation criteria of the job opening and the applicable Rules of Procedures of ACAI. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in this Terms of Reference and the Application Form to be considered for the current job opening. No amendment, addition, deletion, revision, or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

The candidates from ASEAN Member States may be considered as a higher priority.

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. They will also undergo conflicts of interest screening. Short-listed individuals will be required to complete a pre-appointment declaration of interests to identify possible conflicts of interest that may arise and to proactively prevent and manage, as much as possible and in a timely manner, situations in which personal interests may conflict or appear to conflict with the interests of ACAI, should the individual be appointed to this position.



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Executive Director Position Application Form

I.CONTACT INFORMATION

Name*

Family Name*

Email*

ex. yourname@gmail.com

Home Phone*

Mobile Phone*

Area Code

Phone Number

Area Code

Phone Number

Preferred number*

Home phone

Address*

Street address line 1

Street address line 2

City

State / Province

Postal / zip code

II. EXPERIENCE

Please attach your Bio, CV, or Resume with the Application Form*

File name:

List your 3 most important professional achievements, beginning with the most recent*

List any relevant qualities or characteristics that can support the functions of ACAI*

List any relevant professional trainings*

List three references

Ref. 1:	Name*	Family name*
	Email*	Relationship*
Ref. 2:	Name*	Family name*
	Email*	Relationship*
Ref. 3:	Name*	Family name*
	Email*	Relationship*