



Country Programme Manager Malaysia

Responsible to: Country Director

Responsible for: In-country volunteer personnel

Overall purpose of the post: The role of Country Programme Manager involves the day to day planning and management of the programmes including safety, logistics, transport, training, managing volunteer staff, budget control and managing Field Base. The Country Programme Manager acts as the link to Head Office with regards to the practical delivery of the programme and events relating to it.

Main duties:

- Represent the Country Director in his or her absence
- Daily operational management of Raleigh's Fieldbase and operational support to the programmes in-country
- Ensure the quality of all Risk Assessments and Casualty Evacuation Plans and the country Crisis Management Plan.
- Ensure that safety standards are maintained and Raleigh's safety culture is communicated effectively to all staff and participants
- Responsible for the effective management day to day communications systems with Head Office and remote sites
- Train, manage and support the volunteer staff to deliver quality projects and personal development
- Responsible for the development and maintenance of Raleigh's in-country communication networks
- Responsible for the control and maintenance of stores and equipment including vehicle fleet
- Manage vehicle fleet and transport logistics
- Day to day management of the operational budget

Other:

- To undertake other duties as required by the Country Director from time to time
- To work flexibly with all members of the team
- To maintain confidentiality over personal information relating to Raleigh staff and clients

Person specification:

Essential

- To be passionate about Raleigh International's aims and ethos
- Strong people management skills and experience
- Excellent communication, facilitation and diplomatic skills
- Experience of setting up and running expeditions or similar field operations overseas (for example UN, development or aid agency or services experience)
- Excellent planning skills
- Experience in practical outdoor activities (e.g. mountaineering, kayaking, trekking etc.)
- Ability to work autonomously and take on responsibility without close supervision
- Experience of working with volunteers
- Experience of working with young people
- Clean Driving licence

Desirable

- Experience of youth development training
- A good understanding of international, environmental and development issues
- Experience of budget management
- Previous Raleigh International experience as a staff member

Skills:

The successful candidate should:

- Have excellent interpersonal and communication skills
- Have excellent planning, organisational and time management skills
- Be able to work well under pressure, prioritise a heavy workload and work both reactively and pro-actively
- Have proven motivational and planning skills
- Be highly competent with InformationTechnology
- Have a high degree of tact, diplomacy and corporate spirit