

ROLE TITLE

SENIOR EXECUTIVE/ASST MANAGER, INTERNATIONAL PROGRAMMES

Role Type	Location	Duration	Reports to:
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	Singapore		Head, International Programmes
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Role Purpose:

The Senior Executive/Asst Manager, International Programmes, will be providing administrative and operational support for Mercy Relief's International Programmes Division. Job responsibilities include planning and resource support for setting up of overseas relief operations. Extensive collaboration with internal and external stakeholders is needed.

About Us:

Mercy Relief was established in 2003 to respond to human tragedies and disasters in Asia Pacific. We are Singapore's leading independent disaster relief agency with dedicated leadership, capacity building expertise and an affiliate network operating across the entire disaster management cycle.

Mercy Relief provides emergency aid within 72 hours of an appeal in the aftermath of a disaster. Our longer-term sustainable development programmes aim to uplift and empower communities in five key areas: water and sanitation, shelter, sustainable livelihoods, healthcare and education

Function Overview:

Disaster relief and sustainable development projects are at the core of Mercy Relief's International Programmes (IP). The IP team's focus is on ensuring a timely and effective response to disasters, as well as to oversee initiatives which empower disaster-stricken communities with necessary resources to increase their resilience for future disasters.

Key Responsibilities:

1. Field Operations Support - *the safety and security of our team on the ground*

- Monitor, alert and formulate reports to keep the team abreast and updated on developing emergencies/disasters in the region
- Provide administrative support, including travel, accommodation arrangements, visa, and correspondence etc, to all travelling MR Programme staff
- Keep track of all travelling MR Programme staff movement on the ground and provide support, whenever necessary
- In the event of a disaster, provide all necessary administrative and logistical support to Programme staff to implement relief operations, including sourcing for equipment, relief supplies, procurement, shipping and any other needs

2. Manage Information Support – providing the MR perspective through facts and figures

- Coordinate collection of programme/project-related information from International Development Programme and International Relief Programme, and work closely with and to support any organizational reporting and analysis needs
- Maintain and regularly update a centralized database system of all projects under the International Programme Division
- Respond to public enquiries relating the work of International Programme division on social media, public events, etc

3. Project Administration, System and Management Support – promoting transparency and accountability

- Develop, maintain, and monitor systems that ensures proper documentation of all projects under International Programme Division
- Ensure proper authorization of all payments and receipts, and that all project payments are signed off to the correct budget code
- Assist to organize/coordinate annual financial audit
- Assist to manage project from its development to implementation and evaluation

4. Office & Store Management – ensuring smooth daily operations

- Ensure all relief supplies and equipment are well maintained and updated to meet organizational needs and regional standards
- Ensure that all office-filing systems are kept up to date

5. Other Duties

- As assigned by Executive Director and Head – IP

Additional Requirements:

- Able to travel frequently and at extremely short notice
- Excellent oral and written command of English Language is essential, with being fluent in a second language an advantage
- Possession of traits: resourcefulness, the ability to work well under pressure and adapt quickly to changing environments, strong team player