



Job Description
Southeast Asia Regional Manager
Location: Southeast Asia

About Free the Slaves

Founded in 2000, Free the Slaves (FTS) is a pioneer and leader in the global effort to eradicate slavery. Our mission is to end the conditions that allow modern slavery to exist. Free the Slaves works at the grassroots level to empower vulnerable individuals and communities to achieve freedom from slavery and develop resistance to slavery. We work with and through local partners to build capacity to combat slavery and trafficking, and work to strengthen the capacity of grassroots organizations, government agencies, advocacy coalitions, and the media to take action. We advocate for policies and laws that help in the fight against slavery. We are committed to rigorous assessment of our work and scrupulous integrity in the use of donor funds. We are headquartered in Washington, D.C., with programs in East and West Africa, South Asia, Latin America, the Caribbean and the Middle East and North Africa regions. Free the Slaves has a diverse and expert staff, and a highly engaged and supportive board of directors. For more information, see: <https://www.freetheslaves.net>.

Position Overview

The Southeast Asia regional manager represents FTS program in the region (Indonesia, Cambodia, the Philippines, Vietnam, Malaysia and Thailand) and provides ongoing technical assistance to the program's partner organizations in strategic design, implementation, measurement and reporting on the FTS program areas including the FTS Community Liberation Toolkit, trainings, FTS regional and global forums, programs and projects. The Southeast Asia regional manager reports to the South Asia regional director and supervises other staff as needed. The Southeast Asia regional manager coordinates closely with the FTS senior program manager and FTS staff for the fundraising, designing, planning, budgeting and overall management of the country and regional program, strategy development, business development and program oversight. The Southeast Asia regional manager closely supervises and monitors the country programs and projects implemented by different partners and other associated stakeholders, and coordinates with the FTS operations team to carry out operational tasks connected to the Southeast Asia regional program.

This position is based in any country in the Southeast Asia region.

Principal Responsibilities

- Represent Free the Slaves in the Southeast Asia region. This includes identifying interested audiences, presenting accurate information about Free the Slaves and the work of the organization through diverse means including meetings, presentations, and networking with staff of other organizations, government agencies, media outlets and businesses.
- Enable FTS to define and implement a context-driven strategy in support of eradication of modern slavery in targeted areas in the Southeast Asia region including: priorities for linking with effective organizations that are building local, national and regional resistance to modern slavery, recommended priorities for sectoral concentration and forms of production to address, opportunities for joint capacity building, policy advocacy, promotion of slave-free trade, safer labor migration, workers driven social responsibility, and public awareness opportunities.
- Identify and work with FTS partners to implement their planned programs funded by grants and other income received by Free the Slaves. Support and provide guidance to partners as needed through field visits and other meetings including online, conduct regular organizational capacity assessments, participate in planning and budgeting, monitor and evaluate their activities, encourage information-sharing among partners, and report on performance and challenges to Free the Slaves. Propose creative solutions to challenges, as they arise, while following Free the Slaves' partnership approach to community-led program work.
- Ensure the FTS Toolkit is accessed, shared and adapted through online and offline means in the Southeast Asia region. Gather lessons learned and best practices, and provide expert recommendations to FTS.
- Identify major anti-poverty, migration, and human rights programs whose impact against modern slavery could be strengthened through program adaptations, staff training, networking, coalition building and capacity building.
- Negotiate arrangements to undertake training and technical assistance, potentially in collaboration with partners.
- Support FTS and partner advocacy efforts to influence policies, practices and implementation of anti-modern slavery responsibilities by the Southeast Asia regional governments and agencies, and other key audiences including key institutions. Provide expert counsel and/or assist in accessing expertise as needed to help with submission of draft regulations and legislation, as well as effective approaches to advocacy.
- Lead efforts to raise funds in Southeast Asia region to support the work of Free the Slaves and its partners by identifying potential sources of funds in the Southeast Asia region, building relations with potential regional donors, facilitating contact between Southeast

Asia donors and NGO partners, hosting donors from within or outside the region, supporting proposal development and assisting in grant reporting. The Southeast Asia regional manager will work closely with the FTS development team to support fundraising.

- Lead advocacy activities including organization of regional forums organized by FTS and allies.
- Document FTS and partners' work in the Southeast Asia region, with organizations' and individuals' permission, through digital photography and written stories/testimonies, and ensure materials are shared with the FTS communications team as required.
- Promote adoption of the Free the Slaves community-based approach to modern-day slavery eradication, through presentations, publication, advocacy and training.
- Participate in the development and implementation of Free the Slaves' overall goals and strategies, including the Community Liberation Initiative and strategic plans set by the organization.
- Supervise and orient designated staff and other regional staff in effective fulfillment of their tasks.
- Participate and lead organizational meetings as required or planned.
- Other duties as may be assigned from time to time by the supervisor.

Qualifications

- 3+ years of experience working in the Southeast Asia region
- Progressively increasing responsibility as program manager or regional manager
- Demonstrated experience and skills in training online and offline, including training materials development and training implementation
- Demonstrated experience and skills in events and conference organization, including logistics preparedness, event planning, etc.
- Experience in fundraising including proposal writing, donor relationships, etc.
- Demonstrated experience in financial management and reporting
- Strong organizational skills and management experience
- Minimum experience in advocacy at country & regional levels in the Southeast Asia region
- Demonstrated experience in managing and working with a wide range of regional partners
- An understanding of the universe of human rights and the movement against modern slavery, especially in the region
- Experience leading and working with staff in an innovative environment

- Ability to communicate clearly and consistently with a variety of technical and non-technical audiences including staff, stakeholders, donors and board members, both orally and in writing.

Additional Qualifications

- Legal rights to live and work in any country in the Southeast Asia region
- English language capacity is required; any regional language is an advantage
- Familiarity with new technologies as a tool for training and mobilization as asset

To Apply:

Applicants should submit a tailored cover letter that outlines your interest and experience, a resume, and a list of three references AS ONE (1) WORD OR PDF DOCUMENT to: careers@freetheslaves.net. Put “FTS Southeast Asia Regional Manager” as the subject title.

Deadline for Submissions:

Interested applicants are encouraged to apply quickly, as consideration of candidates will be done on a rolling basis, and the position will be filled as soon as possible.

Free the Slaves is an equal-opportunity organization. Qualified applicants are considered for employment and consultancies without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.