



## **Job Vacancy**

**Position: Executive Director**

**Location: Based in Hong Kong with programme locations in East, South East and South Asia (Extensive travel required)**

**Duration: 2/4 years with possibility of extension**

**Asia Monitor Resource Centre (AMRC)** is a regional labour organisation based in Hong Kong promoting labour rights, gender equality, and a life of dignity for all workers, and contributing to the development of an independent and democratic labour movement in Asia. AMRC strives to respond to the many challenges faced by workers and their organisations through its four key programmes: a) organising the marginalised for social protection, b) labour and gender c) capital mobility, and d) occupational and environmental safety and health. Following a participatory framework, AMRC's interventions involve training, capacity building, strategic research, campaigning, advocacy and networking to support trade unions, labour organisations, victims' network, professionals, academics and researchers. Our work spans the Asia region, with strategic partnerships in 17 countries and supports networks focused on thematic issues such as the Asian Roundtable on Social Protection (AROSP), the Asian Network for the Rights of Occupational and Environmental Victims (ANROEV), and the Asian Transnational Corporations Monitoring Network (ATNC).

We are looking for a dynamic leader, **preferably from the Asian labour movement**, to fill the position of the Executive Director in the organisation. The Executive Director will report to the Board of Directors and will have to take up the following roles and responsibilities:

### **Key roles and responsibilities:**

- Provide overall leadership to the organisation in achieving its vision and mission and the sustainability of the programmes and services.
- Provide leadership for key grassroots initiatives that focus on long-term change.
- Act as principal spokesperson of the organisation and publicise its goals, programmes, and activities.
- Develop strategic and annual plans in collaboration with the staff members and the Board of Directors and oversee their implementation in line with the vision and mission of a regional labour organisation.
- Develop financial plans and ensure transparent and accountable financial management.
- Facilitate the participatory and democratic decision-making processes in the organisation.
- Oversee, maintain, and develop existing funding relations and explore further funding opportunities.
- Build and maintain networks within Asia, Europe, America and Africa, both on labour and other issues, and connect AMRC with other networks and organizations in different levels.

### **Requirements:**

- Strong commitment to strengthening of the Asian labour movement
- Significant senior leadership and management experience in an organization, with sub-regional or regional experiences (minimum 7 years of program management and 3 years of management experience)

- Cultural and gender sensitivity; ability to work in a multicultural environment
- Demonstrated leadership ability to provide strategic direction of the organisation
- Comprehensive understanding of the Asian labour situation; analytical thinker and prolific writer
- Good written and spoken English communication skills and ability to communicate in one or more Asian languages;
- Excellent programme/organisational management skills with the ability to work under pressure
- - Willing and prepared to reside in Hong Kong during his/her period of employment.
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Please send your CV with a covering letter that describes your experiences, job expectations and expertise at [amrc@amrc.org.hk](mailto:amrc@amrc.org.hk). Short-listed candidates will be contacted individually. AMRC is an equal opportunities employer, work experience of the individual will be considered for the remuneration package of the position. For more information, please goes to [www.amrc.org.hk](http://www.amrc.org.hk)

*AMRC is an equal opportunity organisation. Personal information collected through this application process will be used solely for the purpose of selecting the Executive Director and in accordance with the Hong Kong Personal Data (Privacy) Ordinance. For more information about AMRC, visit [www.amrc.org.hk](http://www.amrc.org.hk).*