



PROGRAM MANAGER, SIFE ASIA

Job Summary

- The Program Manager will be a resource to SIFE Asia countries on matters relating to University Relations and the program itself, and will be expected to work closely with Country Coordinators and Program Coordinators in existing and new SIFE country programs.
- They will guide Country Coordinators in working with University people at all levels – students, faculty and administration.
- This position reports directly to the Program Director for SIFE International. The position forms part of the International Department, headed by SIFE's Senior Vice President.

Responsibilities

- The overall implementation of the SIFE program within Asia, with input into the creation and development of the student program.
- Identify “best practice” in all areas of University Relations, and migrate it as far as practical throughout all SIFE Asia countries.
- Offer guidance and train in-country staff to run effective student programs including:
 - The development of long-term strategies to identify appropriate universities and colleges.
 - Train Country Coordinators to implement a recruitment strategy to solicit support for starting a SIFE Team from the administrators, faculty and students at these institutions.
 - Teach Country Coordinators how to implement training programs for new teams when they are formed.
 - Evaluate and monitor the progress of experienced SIFE Teams, and guide Country Coordinators in the development and implementation of training programs, along with other initiatives as needed, to help these teams improve the quality of their program.
 - Respond to requests/issues from SIFE Teams, ensuring that participating institutions continue to have a positive experience.
- Develop and train national organizations to be responsible for the implementation of their annual *National SIFE Competition*.
- Train Country Coordinators to hold an annual *Leadership Conference* in each SIFE country.
- Develop an Asia wide Alumni network in conjunction with Country Coordinators and appropriate SIFE HQ staff.
- Work with SIFE HQ marketing department to promote the SIFE program throughout Asia through network gatherings and conferences.
- Provide input on program materials to be used by SIFE Asia countries.
- Research potential partner organizations and programs, and develop relationships with key executives.
- Develop and utilize Asia networks of educators and educational organizations.
- Manage other program development projects as assigned.

Qualifications

- Degree – business, education or communication preferred.
- Languages – English and at least one other language used within the region.
- Leader of an association while in university.
- Former member of a SIFE team strongly preferred.
- Excellent written and verbal communication skills.
- Excellent presentation and teaching skills.
- Intercultural experience - e.g. study abroad or internships in another country.
- Proficient with Microsoft office products – Word, Excel, PowerPoint, Publisher.

Key Attributes

- Self starting/ motivating.
- Able to work independently as well as part of a team.
- Entrepreneurial.
- Ability to relate to all ages and positions.
- Creative/lateral thinker.
- Energetic.
- **MUST BE PREPARED TO TRAVEL EXTENSIVELY.**