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# Example of Regional Advisor Job Description

Our company is growing rapidly and is looking to fill the role of regional advisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for regional advisor

* Support effective UN-ASEAN collaboration including through the RCM process by assisting in development and coordination of inputs to the ASEAN-UN Plan of Action implementation reports and matrixes, tracking and reporting on RCM and ESCAP deliverables under the reporting framework developed for the ASEAN-UN Plan of Action, and coordination with DPA, ESCAP and the RCM Secretariat
* Organizes and prepares written outputs, draft background papers, analysis, sections of reports and studies, inputs to publications
* Facilitate collaboration between ESCAP’s divisions and ASEAN Secretariat, bodies and Member States including through mapping areas of collaboration, backstopping and facilitating division engagement with and missions to ASEAN Secretariat and sectoral bodies
* Initiates and coordinates outreach activities
* Leads and/or participates in large, complex field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries
* Serve as agent of change and marketing expert for Western Canada's and Ontario's marketing needs
* Provide the region with relevant data (regional intelligence) to target the campaigns to be adapted and the marketing initiatives to be implemented
* Keep up on the main regional issues and provide the information to head office
* Identify, plan and adapt marketing campaigns according to regional intelligence and business objectives
* Share the results of regional marketing campaigns and initiatives with management

## Qualifications for regional advisor

* Enthusiastic, polished professional demeanor
* We are looking for a Regional Director located in or around the Bay Area (Northern California), who has managed external/field sales in the surrounding territory
* At least 10 years of progressively responsible experience in designing and managing programmes and advocating for women’s economic empowerment in the region
* Experience working on climate resilience agriculture and understanding of its relation to women’s economic empowerment and gender equality
* Substantial experience in policy analysis, and strategic planning
* Demonstrated experience working with, and building partnerships with governments, donors and civil society organizations internationally and in the field