



AASP

ASIAN ASSOCIATION OF SCHOOLS OF PHARMACY

A New Opportunity in Leading a Great next Era for AASP
Job Opening - Executive Director - Asian Association of Schools of Pharmacy (AASP)

I. Job Description

- A. To give direction and leadership toward the achievement of the organization's philosophy, mission, strategy and its annual goals and objectives.
- B. Oversees the efficient and effective day-to-day operation of the organization.
- C. Oversee the planning, implementation and evaluation of the organization's programs and services.
- D. Recommends yearly budget for Board approval and prudently manages organization's resources within set guidelines.
- E. Determine staffing requirements for organizational management and program delivery including the development of job description for all staff.
- F. Assures the organization and its mission, programs, products and services are consistently presented in a strong, positive image to relevant stakeholders.
- G. Oversees fundraising planning and implementation, (including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation).
- H. Ensure that sound bookkeeping and accounting procedures are followed.
- I. Regularly reports to the Executive Committee the overall status of the organization (financial, human resources, programs, etc.).
- J. Maintains constant communication with the Executive Committee and the Board of Directors in relation to decisions to be made on behalf of the organization as well as internal and external issues that affect the organization.
- K. Maintain official records and confidential documents.

II. Personal Qualifications

The Executive Director should demonstrate competence in some or all of the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behavior and business practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

III. Professional Qualifications

- Pharmacy educator for more than **ten (10) years** in a reputable pharmacy school.
- Has held administrative position(s) in the academic institution where he/she came from.
- Has involved in research as evidenced by publications in peer-reviewed journals.
- Has attended conferences, seminars and similar activities related to pharmacy education.
- Has involved in academic programs, projects and activities.
- Has attended AASP activities in the last three (3) years.

IV. Other requirements

- Willing to attend AASP meetings, forums, and conferences.

V. Appointment terms

- A. The position should be appointed initially by the President and his executive committee and subsequently renewed every 2 years by the BOD. The earliest initial appointment date should be July 1st, 2024.
- B. Compensation and expenses
 1. The compensation is a total of US\$ 20,000-25,000 per year for the Executive Director.
 2. Expenses (e.g. travel, office needs, etc.) at the discretion of the Executive Director are recommended to be US \$5,000 per year.
 3. Mechanism of Funding: A lump sum payment of US\$25,000-30,000 be transferred from the Singapore AASP account to the Executive Director account to be established by the Executive Director and comply the regulations in the country.

VI. Schedule of actions

- A. Only qualified applicants will be considered. If you have the necessary qualifications and are keen to work for the position, should submit your CV and letter of interest to apply for this position in English to the Chair of the Search Committee, President Daryono Hadi Tjahjono via email daryonohadi@itb.ac.id and AASP.Sec@outlook.com.
- B. June 15th, 2024, closing date of the application for this position.
- C. June 30th, 2024, announce the appointment of the Executive Director of the selected candidate by President Hadi.