



Australian Government
Aid Program

AUSAID – THE AUSTRALIAN AGENCY FOR INTERNATIONAL DEVELOPMENT

**SENIOR PROGRAM MANAGER
KNOWLEDGE SECTOR
AUSAID, JAKARTA**

APPLICANT INFORMATION KIT

Deadline for lodging applications:
Midnight, **Saturday, 23 January 2010**

AusAID requires electronic lodgement of applications.

Any enquiries should be directed to the Recruitment Manager on
021-3924322 ext 543.

OVERVIEW

AusAID is the Australian Government Agency responsible for managing Australia's overseas aid program.

A vacancy currently exists for a Senior Program Manager – Knowledge Sector in the AusAID Jakarta Office. We are inviting dynamic and experienced professionals to take part in exciting position within our programs in our Performance and Quality section.

This package of information is intended to help potential applicants to understand the work of the AusAID Jakarta office, understand what is involved in the role and to help you make an informed decision to apply.

The package provides applicants with information on how to apply and what information the Selection Committee will be looking for to help them make the best selection decision.

THE ORGANISATION: AUSAID

About AusAID

The Australian Government's overseas aid program aims to assist developing countries reduce poverty and achieve sustainable development, in line with Australia's national interest.

The Australian Agency for International Development (AusAID) manages Australia's aid program and advises the Australian Government on international development policy. AusAID's work contributes to the global commitment to achieve eight 'Millennium Development Goals' to:

- halve the number of people living in extreme poverty and hunger;
- ensure that all children receive primary education;
- promote sexual equality and give women a stronger voice;
- reduce child death rates;
- improve the health of mothers;
- combat HIV/AIDS, malaria and other diseases;
- make sure the environment is protected; and
- build a global partnership for those working in development.

With a head office in Canberra, strongly complemented by its field offices around the world, AusAID works in close partnership with Australian and foreign government officials, international and multilateral organisations (including the United Nations, World Bank and Asian Development Bank), the private sector, non-government and community organisations, and civil society. AusAID has working relationships with many more companies and organisations which help us design and deliver important programs of assistance.

What is development cooperation?

Development cooperation, also called development assistance, international aid, international development, overseas aid or foreign aid, refers to the efforts of developed countries to work with developing countries – those countries with low average incomes compared to the world average – to reduce poverty.

The term 'development cooperation' often refers specifically to Official Development Assistance (ODA), which is aid given by governments through their aid agencies, like AusAID.

Where Australia gives aid

Australia's aid program focuses on the Asia Pacific region. The international community recognises Australia's leading role in the region, particularly in PNG and the Pacific.

Australia also provides assistance to Africa, the Middle East and Afghanistan and Pakistan, primarily working through international and non-government organisations.

AusAID is exploring options to provide targeted assistance where it is needed and to continue to build institutional and people to people links with Latin America and the Caribbean.

AusAID works with the governments of partner countries to improve the way they deliver economic and community services. For example, Australia is working in partnership with the Indonesian Government to improve the delivery of essential services including economic policy, law and justice, education, climate change and the environment, infrastructure and rural enterprise.

AusAID contributes funding to international organisations that help people in emergencies, such as the International Committee of the Red Cross. We also provide funding through United Nations agencies, such as UNICEF and the UN Development Programme, for their development activities across the globe. AusAID contributes to global and regional poverty reduction programs set up by the World Bank and the Asian Development Bank.

AusAID also supports the broader efforts of the Australian community in providing overseas aid. AusAID supports volunteers and Australian non-government organisations to work with their partners overseas on community development and skills transfer.

Millennium Development Goals

In September 2000, member states of the United Nations, including Australia, agreed to work towards eliminating global poverty and hunger, to improve health, gender equality, education, and environmental sustainability and to create a global partnership for development. This commitment produced the eight Millennium Development Goals (MDGs).

Through working with partner governments to develop effective poverty reduction strategies relevant to their circumstances and priorities, Australia is helping build the growth and stability essential to achieving the Millennium Development Goals.

Further information can also be found on the AusAID website
<http://www.indo.ausaid.gov.au/aboutausaid.html>

Benefits of Working in AusAID

At AusAID, we recognise the need to provide rewards, benefits and a good quality of life for our staff. Major benefits of joining AusAID include:

1. A sense of satisfaction in being part of the key Australian government organisation that works with partner governments to address development issues and priorities within that country.
2. Being part of a highly professional, well-respected organisation with like-minded fellow professionals operating on a global stage – with some opportunities for travel.
3. A good salary structure: A competitive base salary is paid to all employees. At the highest pay point, a bonus of 2 per cent of salary may be paid under the current performance management scheme, provided your work is assessed as 'effective'.
4. The opportunity to negotiate flexible working arrangements (in some circumstances).
5. A safe and professional office environment with appropriate tools and systems to help you do your job.
6. Training and career development in both formal and on-the-job programs.
7. A full range of employment conditions and benefits including recreation and additional leave provisions, staff amenities, pension and health insurance.

Is AusAID The Right Place for You?

The following questionnaire will give you some guidance about whether a role in AusAID with the Indonesia Program, Jakarta is likely to meet your needs or be a stressful environment with many mismatches in the skills and attributes required.

Please note: this questionnaire is simply for your own use. It will not be recorded in any way. **Do not submit your answers in your application.**

Self Assessment Guide Questions:

Do you enjoy desk-based work involving research and writing as a major part of your work?	Yes/No
Can you put aside any biases or strong views you may have, to be able to focus on implementing the policies of the elected government in this area?	Yes/No
Do you genuinely enjoy working closely with other people in a team even if this means that you will have to put in extra effort when others in the team are moved onto other priorities?	Yes/No
Would you describe yourself as an organised person who meets the commitments you give and plans your time effectively?	Yes/No
Are you happy to just help out to get the work done when the pressure is on, regardless of the type of work you think is appropriate at your level?	Yes/No
Have you achieved an educational standard or had experience in interpreting complex documents or writing complex documents for other people?	Yes/No
Do you feel comfortable working with numbers, tables of information or simple calculations?	Yes/No
Have you had some basic contact with computers that would enable you to open an office application, modify a file, send an email and save your work in a directory?	Yes/No
Have you ever had the experience of working in a team of people to produce a challenging outcome and enjoyed it?	Yes/No
Would your friends or colleagues describe you as well-organised – someone they can rely on to be on time?	Yes/No
Are you adaptable to changing priorities?	Yes/No

If you answered 'No' to a large number of questions you may find many aspects of the work with AusAID Jakarta not aligned with your skills, abilities and the things you enjoy doing. You should give serious consideration to not proceeding with your application at this stage. You need to reread this document and balance the good aspects for you of working in an AusAID role with the challenging aspects you identified above in the guiding questions.

If you answered 'Yes' to all or nearly all the questions it is likely that there is a good match between the type of work you enjoy and that offered in AusAID Jakarta. We would encourage you to move on to the next sections and submit an application as soon as possible.

Note that these questions are only provided to help you make an informed decision. It does not serve the needs of your career or of AusAID to have a mismatch between what you are looking for in a career and what we can provide.

THE POSITION: Senior Program Manager – Knowledge Sector

The Background

As Indonesia emerges as a middle income country, there is an ever-growing premium on the need for policy makers to make contestable, well-informed choices about how to spend national budgetary resources. Australia is working with the Government of Indonesia to foster Indonesia's knowledge sector: the researchers, academics and think tanks that inform public policy and produce knowledge.

The Australia Indonesia Partnership has created an initiative for '*Revitalising Indonesia's Knowledge Sector for Development Policy*', and has started to work with key Indonesian government, university, and other counterparts to address this issue. Together with the Indonesian Government (and a range of Indonesian stakeholders) Australia is examining the current constraints and working to identifying solutions to foster a healthy indigenous knowledge sector.

Over July 2009 – July 2011, this initiative will produce a comprehensive diagnostic of the sector, including analyses of Indonesia's historical and contemporary knowledge sector environment and comparative international models and consultations with key stakeholders.

AusAID is seeking an additional team member to assist in managing the two-year process of designing the program: '*Revitalising Indonesia's Knowledge Sector for Development*'. This position will work closely with the Program Manager (Knowledge Sector), the Social Policy Advisor and the broader education team.

The Position

The position is a non-ongoing position for an 18 month period, with the possibility of extension. This assignment will require the following tasks:

- i. Review incoming diagnostics on the current constraints to the knowledge sector;
- ii. Assist with management of the pilot program activities;
- iii. Manage the secretariat that will support the steering committee, and regular high level meetings;
- iv. Conduct consultations with Government of Indonesia representatives (both national and regional) and stakeholders in country including NGOs, research institutions, universities and civil society groups about the program.
- v. Work closely with core management team including the Social Policy Advisor, Education and Scholarships Counsellor and Program Manager.
- vi. Review comments from GOI on the design process and help shape the initiative accordingly.
- vii. Lead the gender equality activities within the design process.
- viii. Preparations for the Steering Committee, Management and Working Group meetings and collation of key outputs resulting from these meetings.
- ix. Contribute to specific elements of the analytical work, as need arises.
- x. Responsible for assisting with day-to-day management of the program, including financial management, procurement and contract management.

It is highly desirable that the position:

- i. is familiar with AusAID systems and processes
- ii. has excellent ability in communicating both in English and Bahasa

***NB:* All AusAID employees demonstrate a commitment to the APS Code of Conduct and Values, as well as to workplace diversity, occupational health and safety and employee participation principles and have appropriate cross-cultural sensitivities.**

HOW TO APPLY

If after reading the information about the Organisation and The Job and have completed the Self Assessment Questionnaire you have decided to apply for the position you should follow these steps.

Step 1 - Prepare Resume

Prepare your Resume or Curriculum Vitae in Microsoft Word format. Your CV should include:

- a summary of your employment history to date, include details of the dates, the organisation and a short description of the type of work you undertook.
- Summarise your educational qualifications in your CV, including the degree award or certificate, the institution attended, the dates of study and country where you studied.

Step 2 – Complete Application Form

Complete the AusAID Application Form (please refer to other attachment) AND save as:

'Job Application <name>' in Word format.

The application has two main aims:

- collects your personal information and preferred contact details
- requires you to provide a statement of claims addressing the selection criteria. You should write no more than half a page per criteria outlining your suitability to perform the duties of the position including personal qualities, experience, skills and knowledge relative to the selection criteria.

Step 3 – Submit Job Application by Saturday, 23 January 2010

Your application for the job should include:

- a completed AusAID Application Form; AND
- your Resume or CV

You should email both documents to HRindo@ausaid.gov.au.

Please include **Senior Program Manager – Knowledge Sector** in the email subject field.

Helpful Hints in Applying

Please take your time in answering the questions and preparing your CV as our decision on who moves forward will be based on the information you provide. Please draw on experience you have gained from work, social or study situations to demonstrate your skills and complete all areas of the application.

What Happens Next?

Once your application has been received and registered, our next step is to review the applications and select applicants to move forward to the next stage.

We will advise you *if you have been successful* in moving forward (short listed) to the second stage within two to three weeks of the closing date. If you have been short listed, we will also provide you with full information on what date and where you need to attend and interview.

Due to the volume of applications normally received, AusAID does not notify applicants who have not been shortlisted or respond to telephone enquiry about it.

We will only process the applications that are sent through HRindo@ausaid.gov.au.

If you are unsuccessful on this occasion but have been considered suitable for future vacancies in the area you may be asked about your interest in other vacancies as they occur. We may use this “suitable” list for 12 months from which to make specific offers of employment.