



**Australian Government**  

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**AusAID**



## **AUSAID – THE AUSTRALIAN AGENCY FOR INTERNATIONAL DEVELOPMENT**

### **SENIOR PROGRAM MANAGER – SUB NATIONAL EDUCATION**

**Overseas based Level 6  
Starting Monthly Salary IDR 40,395,984**

**AUSAID, JAKARTA**

#### **APPLICANT INFORMATION KIT**

**Deadline for lodging applications:  
Midnight, Sunday, 11 March 2012**

AusAID requires electronic lodgement of applications.

Any enquiries should be directed to the Recruitment Manager on  
021-2922 6789

## **OVERVIEW**

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

A vacancy currently exists for a Senior Program Manager – Sub National Education in AusAID Jakarta Office. We are inviting dynamic and experienced professional to take part in this exciting position in our Education 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, health, 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.ausaid.gov.au>

## **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 – SUB NATIONAL EDUCATION**

### ***The Background of The Position***

AusAID's Education and Scholarships team is responsible for delivering a high quality, relevant, and effective program of assistance to the Government of Indonesia, targeting basic education, tertiary and the knowledge sector, and for delivering the Australia Awards scholarship program in Indonesia.

AusAID is working in support of the Government of Indonesia's goal of providing nine years of good quality basic education for all children by 2015. AusAID's programs in basic education, which are delivered in partnership with the Government of Indonesia and other bilateral and multilateral donors, seek to increase access, particularly at the junior secondary level, improve learning quality, and strengthen governance and management, particularly at the school level. AusAID also supports improvements in quality in the Islamic education sector. In addition, AusAID supports the provision of high quality and relevant research and analysis to assist policy-makers design and implement appropriate reforms. AusAID is about to commence implementation of a new AUD500 million program of assistance to the education sector, in support of the multi-donor partnership with the Government of Indonesia, the Education Sector Support Program.

AusAID activities in education are consistent with AusAID policies relating to gender, disability-inclusiveness, environment and disaster risk reduction.

AusAID scholarship programs to Indonesia supports human resource development in Indonesia and strong people to people links. As the Agency's largest and longest running scholarships program, it enjoys a high profile and is highly valued by the Government of Indonesia. Under the Australia Awards banner, Indonesia's scholarship programs will experience significant growth in the next two years with award numbers growing from 300 to 500 by 2014.

### ***The Location***

The Senior Program Manager – Sub National Education will be based at AusAID's office in Jakarta, but may be expected to travel outside Jakarta and in the short notice.

### ***The General Job Description***

Under guidance of the Unit Manager for Basic Education Quality and Governance, the Senior Program Manager, Sub National Education will provide strategic management of sub national aspects of the Basic Education portfolio.

The SPM will take their own initiative to lead AusAID engagement on ensuring national and sub national education programs are designed, implemented and evaluated with consideration of different needs at the sub national level. They will leverage existing strong Government of Indonesia (GoI) and donor relationships to develop strategies for improving basic education access and quality at the sub national level. And, they will ensure the Basic Education Unit is provided with

strategic advice on policies, strategies and plans that could influence performance of education programs at the sub national level.

The position requires strong strategic thinking and analytical abilities, liaison, problem solving and management skills commensurate with the SPM level. It also requires a strong understanding of the opportunities and constraints to education quality and access in the decentralized context.

### ***The Roles and Responsibilities***

The SPM – Sub National Education will be accountable for carrying out following responsibilities but not limited to:

#### In Policy/Strategy and Visibility:

- Lead on ensuring Australian support to basic education is designed to maximise effectiveness at the sub national level
- Identify and organise public diplomacy activities for the sub national programs in coordination with Australian embassy, AusAID and basic education public diplomacy staff
- Coordinate with Government of Indonesia, AusAID management, managing contractors and donors as required on strategies for improving basic education access and quality at the sub national level
- Coordinate input from the Education and Decentralisation Sections and senior management on strategy development for future Australian support to priority provinces as it relates to the education sector

#### In Program Implementation:

- Coordinate with Gol, managing contractors, other donors, and AusAID component and unit managers responsible for the Australian-Indonesian Education Partnership to identify issues and opportunities for improving Australian support to basic education access and quality at the sub national level
- Identify and encourage linkages between education activities at the sub national level and other Australian-funded sub national programs and between sub national and national education programs
- Provide advice on monitoring and evaluation activities specific to sub national programs and assist management to integrate lessons learned into strategic planning and risk management
- Provide advice on working within sub-national governance systems
- Identify and promote the integration of good practices/achievements from sub national programs and ensure cross-fertilisation of ideas within the Basic Education Unit and across AusAID
- Actively manage risks to program implementation at the sub national level in coordination with the Unit Manager and Risk Management Advisor
- With support from the Program Officer for Priority Provinces, oversee program implementation of Aceh and Papua education programs

#### In Coordination, liaison, supervision and representation:

- Drive regular coordination discussions between the Education and Decentralisation Sections on sub national issues



- Act as a focal point for sub national issues in basic education support, particularly as it relates to the Education Partnership, Performance Oversight and Monitoring, Analytical and Capacity Development Partnership and the Education Sector Working Group
- Encourage regular forums for sub national government input to national education programs supported by Australia
- Establish relevant networks and build mutually beneficial relationships with Government of Indonesia, implementing partners, key stakeholders, development partners and whole of government partners
- Supervise the Program Officer for Priority Provinces
- Represent AusAID where required by the Unit Manager or Counsellor

### ***The Selection Criteria***

1. Demonstrated experience in managing development programs – preferably in close coordination with national and sub national governments
2. Demonstrated analytical and evaluation skills and knowledge of key economic, political, social and cultural issues in development and Australian/Indonesian government policy on basic education sector development
3. Demonstrated understanding of quality and governance issues for sub national service delivery – preferably in the education sector
4. Highly developed communication, negotiation, liaison and representation skills, in written and spoken English and Bahasa Indonesia
5. Knowledge of AusAID's education program in Indonesia including key opportunities and risks for sub national delivery

### ***Terms of Employment***

This position is non-ongoing position for initial period of 2 years, after which the position will be evaluated subject to organization needs and regular performance review.

## 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 this position you should follow these steps.

### Step 1 - Prepare Resume

Prepare your Resume or Curriculum Vitae in **Microsoft Word** format, no more than four pages. 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 that you could obtain from <http://www.indonesia.embassy.gov.au/jakt/aboutus.html> or <http://www.indonesia.embassy.gov.au/jaktindonesian/aboutus.html> and save as:

**‘Job Application <name>’**

The application has two main aims:

- collects your personal information and preferred contact details
- requires you to answer questions about your suitability for the job

### Step 3 – Submit Job Application by Midnight, Sunday 11 March 2012

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](mailto:HRindo@ausaid.gov.au).

Please include **Senior Program Manager – Sub National Education** 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 approximately within two to three weeks of the closing date. If you are 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 any correspondent enquiring about it.*

***We will only process the applications that are sent through [HRindo@ausaid.gov.au](mailto:HRindo@ausaid.gov.au).***