



Australian Embassy,  
Jakarta

## OFFICE CIRCULAR

**Distribution : All Staff**

**Date : 09 February 2012**

**Subject : IMMEDIATE VACANCIES**

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**VACANCIES : Locally Engaged Staff - Senior Program Officer - One position - DAFF - Makassar**

Applications are invited for the above position in the DAFF section of the Australian Embassy, Jakarta, working from Makassar. The position is a full time, fixed term position, of between one (1) to three (3) years, with an immediate commencement date required.

2. The duties of the positions and selection criteria are listed in the attached document. The successful applicants will meet the selection criteria as detailed in the attached. Applicants should ensure their application includes comments on how they meet each of the selection criteria and should be no longer than three (3) typed A4 pages. Applicants should also include a copy of their curriculum vitae (resume), and details of two referees who may be contacted if necessary. Applications which do not address the selection criteria will not be considered for interview.

3. A starting monthly salary of 14,186,152IDR + 15% leave loading per month, will be offered to the successful applicants, dependent upon qualifications, relevant experience and demonstrated skill.

4. Applications should be directed to Mr Yulius Siahaan, Training and Recruitment Officer at the following email address: jakartajobapplications@dfat.gov.au, with subject: **Senior Program Support Officer position - DAFF - Makassar** before close of business 16.00 hours on 23 February, 2012. Please note that no phone call inquiries will be taken and only short-listed applicants will be notified.

Justin McPhillips  
Minister Counsellor (Management)

<b>AUSTRALIAN EMBASSY JAKARTA</b> <b>DUTY STATEMENT</b>	Date : 9 February 2012	Position No.TBA
	Designation and Classification:	LES / BB 4 - one position
	Local Designation:	AIP-EID Senior Program Officer - Makassar
Department	DAFF	
Section	DAFF	
Branch	Australian Embassy, Jakarta - Positions working from Makassar	
Continuing, Fixed Term or Part Time	Fixed Term Contract – of between 1 to 3 years	
Immediate Supervisor	Senior Veterinary Advisor - Makassar	
No. of subordinates	N/A	
Highest subordinates	N/A	

### **Background**

The Australia Indonesia Partnership for Emerging Infectious Diseases – Animal Health Program 2010-2014 (AIP-EID) is a government-to-government program that assists Indonesia strengthen its animal health systems and veterinary services.

The prime objective is to support the rapid detection and control of emerging infectious diseases (EID), though improvements will more broadly applicable to the animal health system as a whole.

The Australian Department of Agriculture, Fisheries and Forestry (DAFF), through the Office of the Chief Veterinary Officer, will manage the AusAID-funded program.

### **Duty Description**

Under the direction of the Senior Veterinary Advisor Makassar, the Senior Program Officer will support the implementation of the AIP-EID Animal Health program, which includes the following duties:

1. Take a leading role in the area of technical facilitation in the implementation of required activities in South and West Sulawesi;
2. Provide technical and program support to the ongoing development of tools and methods for veterinary systems strengthening, through support for provincial and district level workshops. Develop capacity-building materials and programs for technical and non-technical staff, and development of pilot district livestock department initiatives;
3. Ensure that all program activities occur in collaboration and partnership with local, district, provincial and regional authorities, and ensure the program operates in communication with, and under the umbrella of the National Animal Health policy;
4. Collaborate with Indonesian government counterparts to develop sound activity proposals and activity designs;

5. Oversee the monitoring, evaluation and impact assessment of project activities, and critically assess the effectiveness of program activities in reaching intended outcomes and advise on any deficits in project communications, training and facilitation methods and suggest means for their correction;
6. Develop professional, analytical activity reports in required format in Indonesian and English language;
7. Perform other related duties as required.

**Qualifications:**

- University graduate with minimum of 5 years communications and/or training experience. Masters level education in a technical education or development area preferred.
- Highly developed training and/or facilitation skills. Demonstrated ability to effectively plan and facilitate technical meetings, seminars, workshops and training activities.
- Experience working at a senior level with an International program, including program planning and implementation, reporting, monitoring and evaluation.
- Experience in the development and delivery of high quality technical training.
- Experience working with local government departments in Indonesia.
- Highly developed language skills, both written and oral, in Indonesian and English.
- Proficiency in MS Office, particularly Word, Excel, PowerPoint, PageMaker, and other desktop publishing software.

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Duty representing highest function : 1, 2 and 3.

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## SELECTION CRITERIA

**Local Designation : Senior Program Officer**

**Classification/Grade : LES**

**Position number :**

**Section : DAFF – working from Makassar**

### **Description:**

1. Gathers and critically analyse information to support the planning, implementation and reporting of technical activities. Demonstrated experience and ability in technical delivery of programs associated with animal health, livestock husbandry, agriculture, health or rural development.
2. Achieves results: Contributes own expertise and relevant technical skills/knowledge to achieve outcomes. Coordinates the implementation and reporting of relevant activities. The ability to use initiatives in implementing solutions to complex problems.
3. Cultivates productive working relationships: Proven ability to build and sustain positive relationships with colleagues and internal and external stakeholders. Experience in facilitating and coordinating targeted interventions. Demonstrated experience or background in application of gender and social mainstreaming principles.
4. Displays personal drive and integrity: Proven ability to manage priorities and workload within general schedule of work, instructions and standardized practices.
5. Communicates with influence: excellent communications skills in English and fluent in Indonesian - both oral and written. Confidently present scientific / technical messages to key stakeholders. Write quality reports. Understand the audience and tailor communication style and message accordingly.
6. Experience and knowledge working within Indonesian government staff and systems, particularly provincial and district government departments. Ability to work with individuals from different cultural backgrounds



AUSTRALIAN EMBASSY  
JAKARTA

### **Addressing the Selection Criteria**

- Outline your skills and abilities that relate to the criterion you are addressing.
  - Do not simply address the criterion by saying that you possess the required skills but highlight your skills, experiences and achievements. Describe how you utilise these skills and provide examples.
  - Think broadly and diversely when addressing the criterion. For example: if the criterion relates to an employer seeking a person with good communication skills, think about the different forms of communication (in person, in writing, over the telephone and communicating with persons from different ethnic backgrounds/cultures, language barriers, non verbal communication skills etc).
  - Make sure that your response is clear, succinct and concise. Remember, there is no need to impress by providing an overly complicated response that the employer is will have trouble interpreting.
  - Use positive action words.
  - Ensure that your response to each criterion is no longer than half a page.
  - Run a spell check on your computer before anyone sees your application.
  - Do a grammar review.
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