



THE AUSTRALIAN HIGH COMMISSION

APPLICANT INFORMATION PACKAGE

Program Manager Economic / Rural Development

Date Advertised: 20 June 2009

Date Closes: 3 July 2009

A SUMMARY OF THE REMUNERATION PACKAGE

AusAID's aim is to be an employer of choice offering excellent conditions of employment. Shown below are some of the key aspects of the remuneration package offered for the vacancy:

Contract term - The position is 'on-going' (permanent) following completion of a probation period of six (6) months.

Salary - The salary range for this position is **FJD\$44,379 – FJD\$59,388**. The salary offered to the successful applicant will be commensurate with experience and qualifications.

Superannuation - AusAID will contribute 8% to the FNPF.

Annual Leave - 20 days annual leave per year. In addition to this entitlement AusAID closes its Suva office between Christmas and New Year. Employees are not required to take leave over this period (effectively creating a 23 day recreation leave entitlement).

Personal Circumstances Leave (Sick Leave and Carer's Leave) – Employees are entitled to 18 days personal leave.

Long Service Leave - For ongoing employees the long service leave entitlement is as follows:

- (a) after 15 years continuous service - 20 working days;
- (b) after 25 years continuous service - 20 working days;
- (c) after each succeeding five years continuous service - 20 working days.

Travel – In addition to travel allowances employees are entitled to travel in Business Class on flights that are longer than 3 hours.

Maternity Leave – 13 weeks maternity leave on full pay is available after an initial qualifying period of 5 months.

Access to Adoption Leave, Parental Leave and Special Leave.

Health Insurance – AusAID will pay 75% of the premium of a medical insurance plan with Fiji Care Insurance Ltd. This premium cover is at either GOLD or SILVER level (employee's choice) and includes local hospitalisation at the Suva Private Hospital, medivac, local outpatient services and alternative therapies etc.

Worker's Compensation - AusAID enrolls employees in a worker's compensation scheme that covers the employee for illness, injury, or injury resulting in death, arising in the course of providing services under their contract.

Career Path - Based on performance and future vacancies promotions to Senior Program Manager level may be possible.

AusAID Suva Hub

PROGRAM MANAGER - ECONOMIC / RURAL DEVELOPMENT

Job Description and Selection Documentation

We are looking for people to join our Agency. We aim to get the right person into the right role.

For more information, please visit our website www.aisaid.gov.au

About AusAID

AusAID (Australian Agency for International Development) advises the Government on international development policy and manages Australia's overseas aid program.

The core principles of Australia's aid program are:

- accelerating progress towards the Millennium Development Goals;
- a recognition that while economic growth is the most powerful long-term solution to poverty, economic growth will not, by itself, deliver fair and stable societies;
- a strong emphasis on the Asia-Pacific, while also increasing our efforts in Africa and South Asia;
- an emphasis on the power of education to promote development; and
- a commitment to continue to improve effectiveness.

These principles will guide the aid program in delivering sustainable development gains.

AusAID's People

People who work in AusAID implement government policy and formulate strategies aimed at assisting countries achieve their Millennium Development Goals. By working in partnership with Australian and foreign government officials, international bodies, the private sector, community organisations and civil society, people in AusAID may help to improve the quality of people's lives in developing countries now and for generations to come.

About Suva Hub

Suva is one of six posts in the region. The Development Cooperation Section has been established as a regional/multi-country hub and will assume greater responsibility in managing the significantly expanded operations of Australia's aid program. Australia's aid program is currently scaling-up and the focus is on delivering more effective aid – particularly working through program based

approaches, using partner government systems and delivering with and through other donors.

The Suva office will directly manage Pacific regional programs and bilateral aid programs to Fiji, Kiribati, Tonga and Tuvalu, with senior-level oversight of bilateral aid programs to Samoa and Vanuatu. The Suva office also provides corporate enabling support to Pacific posts.

The Suva post currently has nine A-based staff and 25 locally-engaged staff. All staff in Suva work in a team based environment. Oversight of the Suva post's operations is undertaken by an A-based officer at Minister–Counsellor level. This position is supported by three A-based Counsellor level positions.

Job Description

The Program Manager will be responsible for economic / rural development for AusAID's Fiji country program. Key responsibilities include, but are not limited to, the following:

1. Rural Enterprise Development;
2. Financial Inclusion and Micro Finance;
3. Food Security; and
4. Economic analysis and reporting, particularly in relation to the impacts of the global recession.

In managing these responsibilities the Program Manager will:

1. Manage a complex project(s) providing high level advice and expertise to deliver key developmental outcomes. Monitor the performance of complex project(s) and participate in monitoring and review activities.
2. Manage AusAID's relationship with counterparts and key stakeholders including detailed consultation and liaison with both internal and external stakeholders. Participate in forums and high level meetings and, as appropriate developing strong formal and informal relationships with senior partner government officials, other donors and stakeholders for bilateral and regional activities.
3. Manage complex contracts and monitor contractor performance. Undertake contract administration, the resolution of problems, the management of contract variations and amendments, the maintenance of contract-related records and ensure that AusAID meets its contractual obligations.
4. Manage the finances of activities and, where necessary, human resources. Prepare financial estimates, coordinate budgets, maintain financial records and analyse / monitor expenditure.
5. Maintain accurate and up-to-date activity data on AusAID systems including AidWORKS.

6. Report on activity progress and program outcomes and draft country and/or regional papers, policy papers, complex correspondence, briefs and submissions on a wide range of matters relevant to program management.
7. Coordinate and prepare briefings for the Minister, Parliamentary Secretary, AusAID Executive and Australian delegations. Prepare background information, talking points for speeches and other briefing documents for relevant activities.
8. Prepare technical reviews of projects (project design, frameworks and formulation) for peer and quality assessments for new and ongoing projects.
9. Assist in the development of policy.

Capabilities

Shows judgement, intelligence and commonsense

- Researches and analyses information to identify relationships between factors; draws accurate conclusions based on evidence; analyses and interprets information to inform decision makers.
- Identifies issues and problems and works to resolve them; identifies risks and uncertainties and takes account of these in planning, decision-making and priority setting.
- Actively participates in decision making and incorporates outcomes of decision-making into work plans; encourages participation in decision-making.
- Thinks laterally; is innovative; identifies, implements and promotes improved work practices.
- Selects the best option from a range of potential solutions for key problems.

Identifies and uses resources wisely

- Identifies key individuals who need to be involved; makes effective use of team and individual capabilities and negotiates responsibilities for work outcomes.
- Evaluates project performance, identifies need for change and initiates change when required.
- Reschedules and reorganises work to reflect changes in priority.

Takes responsibility for managing work projects to achieve results

- Regularly seeks feedback from supervisor to gauge their satisfaction; ensures work is delivered to a high standard.

- Maintains focus on quality to achieve outcomes; adheres to documentation procedures; uses, and encourages others to use appropriate information management systems to keep information up to date; sees projects through to completion.
- Monitors projects against plans; manages priorities and agrees adjustments to milestones as required.

Supports shared purpose and direction

- Communicates with others regarding the purpose of their work; identifies the relationship between organisational goals and operational tasks and clarifies this for their team.
- Understands, supports and promotes the organisation's vision, mission and business objectives; sets appropriate direction for the team in line with broader objectives.
- Supports and communicates the reasons for decisions and recommendations to others; clarifies expectations regarding key deliverables.

Harnesses information and opportunities

- Sources information on best practice approaches adopted in both the public and private sectors.
- Scans the organisational environment; monitors the corporate priorities, and business context of the organisation; keeps self and others well informed on work issues.
- Gathers and investigates information from a variety of sources; uses experience and judgement to analyse what information is important; works within agreed guidelines to make decisions about the use and dissemination of information; explores new ideas with an open mind.

Commits to action

- Takes personal responsibility for accurate completion of work within timeframes and quality requirements; takes the initiative to progress work when required.
- Gets on with the job at hand and applies self with energy and drive; commits to meeting the objectives; follows up to ensure that issues are finalised.
- Recognises and understands the issues impacting on the achievement of desired outcomes.

Communicates clearly

- Focuses on clear communication of key points.

- Limits the use of jargon and abbreviations; explains complex information using language appropriate for the audience.
- Presents messages confidently and selects the appropriate medium for conveying information.
- Structures messages clearly and succinctly, both orally and in writing.

Selection Criteria

Important: The Selection Criteria are used to assess an applicant's suitability for a position. Applicants must provide a statement of claims, not exceeding two pages, addressing the selection criteria below. Statements should detail suitability to perform the duties of the position including personal qualities, experience, skills and knowledge relative to the selection criteria.

1. A very high standard of written and spoken English.
2. Highly effective representation skills.
3. Demonstrated experience working in a team environment.
4. Experience in economics, rural / private sector development or microfinance and the ability to provide sound advice on both micro and macro economic issues.
5. Experience in managing projects.
6. Experience in managing financial resources.

Highly Desirable

Tertiary qualifications in economics or development economics.

NB: All AusAID employees demonstrate a commitment to the 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.

Applications must address the selection criteria shown above.

Closing Date - The closing date for applications is **Friday 3 July 2009.**

Mailing Addresses – Applications should be sent to:

The Human Resources Manager
Development Cooperation
P.O. Box 214,
Suva Fiji Islands

Or email it to: ausaidsuva.vacancy@dfat.gov.au

Website

Additional information pertaining to the Australian High Commission can be obtained from our website www.fiji.highcommission.gov.au

BACKGROUND INFORMATION - THE AUSTRALIAN HIGH COMMISSION, SUVA

The Australian High Commission is located in Princes Road, Tamavua, Suva. Australia has had diplomatic representation in Fiji since 1964.

The Australian High Commissioner to the Republic of the Fiji Islands is the official representative of the Australian Government in Fiji. The High Commissioner is also accredited to Tuvalu and Nauru and is Australia's Permanent Representative to the Pacific Islands Forum Secretariat.

Australia and Fiji have strong and substantial bilateral relations and common interests in the stability and development of the South Pacific region. The High Commission is responsible for the advancement of Australia's interests in Fiji, including the conduct of official business with the Fiji Government. The High Commission also provides consular and passport services to Australians.

The High Commission comprises:

- **The Political and Economic Section**, which monitors political and economic developments in Fiji and represents Australia's interests to the Fiji Government and to the Pacific Islands Forum Secretariat.
- **The Australian Trade Commission (Austrade)**, which assists Australian companies to export to and do business with Fiji and other Pacific island nations.
- **The Development Cooperation Section (AusAID)**, which manages Australia's development assistance program with Fiji and other countries in the region.
- **The Defence Section**, which manages Australia's Defence Cooperation Program and other defence and security issues in the South Pacific. The Defence Adviser South Pacific, who is resident in Suva, is accredited to Fiji, Kiribati, Tuvalu, Vanuatu and Nauru.
- **The Public Affairs Section**, which handles the High Commission's public diplomacy program, media queries and cultural activities.
- **The Law Enforcement Cooperation Section**, which undertakes liaison between the Australian Federal Police and the Fiji law enforcement agencies.
- **The Consular Section**, which provides passport services and consular assistance to Australians.
- **The Immigration Section**, which handles all visa matters and is also responsible for Australian citizenship matters. This section handles Family migration and temporary entry applications for residents of Fiji and Tuvalu. The section also processes Family migration applications by residents of Tonga, Vanuatu, New Caledonia, Samoa, Kiribati, the Federated States of Micronesia and Nauru.