



DEVELOPMENT COOPERATION SUB-NATIONAL VACANCIES

The Australian Agency for International Development (AusAID) is responsible for the delivery of Australia's Development Cooperation Program to the Philippines, one of the largest aid programs in the Philippines. AusAID is looking for two (2) highly motivated and suitably experienced persons to fill the following Overseas-based employee positions in the Sub-National team:

Portfolio Manager (PM)

The PM will take prime carriage of internal and external stakeholder engagement on issues and policies relevant to decentralisation, local government, program delivery and good governance; leading strategy and program development; monitoring and evaluating activities; and contributing to AusAID corporate requirements including undertaking strategic analytical tasks. The position will lead and manage a team and will report to the Counsellor – Economic Growth.

Senior Program Officer (SPO)

The SPO will be responsible for assisting the Portfolio Manager in managing (including contract and financial management) the delivery of a range of bilateral and co-financed grant activities at the local government level; and contributing to AusAID's corporate goals and objectives.

Selection Criteria

Applications are invited from suitably qualified persons, with local nationals being encouraged to apply. Please note that these are not Australian Public Service positions. Further details on job description and selection criteria for the positions can be accessed under job vacancies at the website: <http://www.philippines.embassy.gov.au/mnla/aboutus.html>.

Conditions of Contract

The Positions will be full-time positions, with ongoing employment contracts and based in AusAID's Manila office. The successful candidates are expected to commence as soon as possible. The commencing monthly salaries of Php131,140 for PM and Php91,053 for SPO are negotiable depending upon qualifications and experience, with entitlements to leave, comprehensive health insurance and other conditions.

Expressions of Interest

Interested applicants must address the selection criteria (2-3 pages) and detail suitability to perform the duties of the position including personal qualities, experience, skills and knowledge. All applications should be forwarded to: **HR Manager, Development Cooperation Section, Australian Embassy, 23/F Tower 2, RCBC Plaza, 6819 Ayala Avenue, Makati City 1200** or ManilaHRRecruitment@ausaid.gov.au on or before **Monday, 26 July 2010**. Please include a curriculum vitae, and two (2) work-related referral letters (preferably from current supervisor and addressing the criteria). Do not send copies of academic transcripts, awards, degrees, or published papers. Late or incomplete applications will not be considered.

Envelopes should be clearly marked "**PM/SPO – SUB NATIONAL/ AUSAID**". Due to volume of applications, AusAID will only contact shortlisted applicants.

AusAID is an Equal Employment Opportunity (EEO) employer and maintains a smoke-free working environment.



AusAID Manila

Job Description and Selection Documentation

Portfolio Manager - Sub-National

(Overseas-Based Staff Level 7)

About AusAID

AusAID advises the Government of Australia on international development policy and manages Australia's overseas aid program. AusAID's work contributes to a global commitment to achieve eight 'Millennium Development Goals' to:

- eradicate extreme poverty and hunger;
- achieve universal primary education;
- promote gender equity and empower women;
- reduce child mortality;
- improve maternal health;
- combat HIV & AIDS, malaria and other diseases;
- ensure environmental sustainability; and
- develop a global partnership for development.

With a head office in Canberra, and 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 private companies and non-government organisations who contribute to the design and delivery of programs of assistance.

The Philippines Program

Under the joint Australia Philippines Development Assistance Strategy for the period 2007-2011, Australian aid is focused on supporting the Philippines Government's priorities of improving the prospects for economic growth, poverty reduction and national stability. In implementing this agenda, Australia will support major initiatives in education, infrastructure, health, disaster risk reduction and improving leadership and governance. Australia will work with a variety of government, non-government and other donor partners in delivering assistance and generating research and analysis to progress development in the Philippines.

About the Sub-National Team

The sub-national team is responsible for developing and implementing an approach to sub-national governance working closely with other AusAID programs and other donors. A major component of this includes, but is not limited to, implementing a bilateral Provincial Road Management Facility (a governance facility), managing co-financing arrangements with the World Bank, working with other donors within the sector and representing AusAID at the Philippines Development Forum Working Group on Decentralisation and Local Government.

The major bilateral activity involves physical road works but is primarily an extensive governance and institutional reform activity.

Job Description

The Portfolio Manager (PM) - Sub-National has prime carriage of internal and external stakeholder engagement on issues and policies relevant to decentralisation, local government, program delivery and good governance; leading strategy and program development; monitoring and evaluating all activities within the portfolio; and contributing to AusAID corporate requirements including undertaking strategic analytical tasks. They have responsibility for leading and managing a small team of staff and overseeing their activities.

The Portfolio Manager - Sub-National works under the direction of the Counsellor - Economic Growth.

Roles and Responsibilities

The Portfolio Manager will be responsible for undertaking the following duties, plus others as directed:

Policy and program development

Initiates the development, formulation and review of policies, program approaches and initiatives within Philippine Country Program Strategy thematic and cross-cutting areas by:

- Contributing to country and program strategies and overseeing the development of new initiatives by providing policy inputs and options of best practices to various program missions on terms of reference, requests for tender, design documents, project and sectoral reviews, etc;
- Monitoring AusAID, partner government, and other agencies' policy developments;
- Gathering, analysing, and reporting relevant information for senior AusAID staff and external audiences;
- Identifying, articulating and developing linkages between AusAID activities and those of other donors' aid activities;
- Providing work unit support for the development and implementation of relevant national, regional and global programs;
- Overseeing the creation of robust agreements with partner agencies and organisations through effective analysis, influence and negotiation.

Program management and delivery

Ensure the effective management and delivery of the Philippines Country Program Strategy by:

- Negotiating and liaising with the partner governments, Multilateral Development Bank's and other donors and counterparts regarding the development and implementation of aid activities and programs;
- Supervising and ensuring effective financial and contract management of programs and projects delivered through a variety of aid modalities;
- Directing the implementation of risk management and fraud control measures and ensure staff awareness of these issues;
- Managing the program in accordance with AusAID and Australian Government administrative, regulatory and legislative requirements;
- Supervising staff responsible for the day to day management and delivery of the aid program.

Performance and quality

Oversee and undertake monitoring and evaluation activities including:

- Monitoring and reporting on the Australian aid program in relation to the country strategy and business plan;
- Evaluating the effectiveness of the aid programs undertaken and reporting strategically on issues that may impact the aid program and broader bilateral relationship.

Provide strategic direction to, and oversee the implementation of, performance and quality processes needed for effective program development and management including:

- Identifying and/or reviewing proposed performance and quality processes needed for activity/program development and management and ensuring that these are reflected in the country program's Program Management Plan and team's operational plans;
- Supervising and providing input to the development of quality assurance in activity design;
- Overseeing and provide high calibre and timely input to AusAID's quality reporting systems (QRS) and other performance and quality-related requirements;
- Providing inputs to the development of a high quality Annual Program Performance Report (APPR) document and other regular or special reports as may be required;
- Other performance and quality assurance tasks as required.

Team Leadership

Provide effective leadership and manage the efficient and effective utilization of multi disciplinary and cross cultural teams to achieve program outcomes in accordance with relevant policies and procedures by:

- Developing individual work plans that are aligned with the Performance Development Planning and Assessment process and taking responsibility for the achievement of team outputs;
- Convening, leading, participating in, and working collaboratively across teams on a range of themes or tasks;
- Supervising and mentoring team members through role modelling, providing performance feedback, coaching, and on-the-job training;
- Leading and participating in the recruitment process;
- Providing oversight and endorsing work unit contributions to Business Unit Plan;
- Ensuring clear information flows across teams to foster a culture that is conducive to the contestability of ideas and approaches;
- Contributing to management committees established for policy discussion, decision-making and feedback;
- Managing change and transitions sensitively.

Representation and Liaison

Strengthens relationships with development cooperation partners and stakeholders and contributes to raising awareness of the Australian Development Cooperation Program by:

- Liaising on strategic, operational and policy issues with stakeholders including partner governments, other donors, contractors, regional and multilateral organisations, AusAID Canberra and civil society on the development and delivery of aid;
- Contributing to whole-of-government policy by building effective relationships across government agencies;
- Representing AusAID and the Government of Australia in meetings and relevant fora;
- Preparing and/or delivering briefings, presentations and speeches (this may occasionally involve out of hours activities);
- Developing constructive relationships with partner government, other key agencies and development partners;
- Establishing networks to understand what other people and organisations are doing nationally and across the region.

Individual Characteristics

- Demonstrated experience working at a senior level on governance and policy reform processes relating to either national or sub-national activities, ideally in the Philippines.
- Experience managing a local government program or project, ideally in the Philippines
- A broad understanding of decentralisation issues in developing countries, ideally in the Philippines.

- Skills in good governance (including anti corruption) and a sound understanding of institutional issues as pertains to local governments in a developing country context. This includes familiarity with good financial management, policy reform and delivery processes.
- Familiarity with the Philippines government structures.
- Demonstrated experience at a managerial level of policy development and program management.
- Demonstrated experience working with and managing staff in cross cultural environments.
- Ability to function in and adhere to the requirements of working in an Australian Government Department

Capabilities

The Portfolio Manager Sub-national should adhere to the Overseas Based Employee values and code of conduct, and display the following capabilities:

- Shapes strategic thinking
- Achieves results
- Cultivates productive working relationships
- Exemplifies personal drive and integrity
- Communicates with influence

Additional information on the values, code of conduct and capabilities is detailed on the Australian Public Service Commission website (www.apsc.gov.au). Relevant level: EL 1.

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 tertiary qualification in a relevant discipline.
2. Demonstrated experience in and knowledge of development issues and in particular to national and sub-national governance and decentralisation issues.
3. Demonstrated experience working and negotiating with senior government and donor agency officials.
4. Experience in leading teams in complex and cross-cultural environments.
5. Demonstrated skills in policy development, program management and program review, ideally in the Philippine context.
6. Ability to think & operate at a strategic level to contribute to the success of the Philippines Program.
7. Ability to deliver the identified capability requirements outlined above.

Location

The Portfolio Manager - Sub-National will be located in the AusAID office in Manila but will be expected to spend extensive periods of time, often at short notice, in provincial centres where Program support is to be provided.

NB: All AusAID employees demonstrate a commitment to the Overseas Based Employee 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.

Approved: / /

AusAID Manila

Job Description and Selection Documentation

Senior Program Officer - Sub-National

(Overseas-Based Staff Level 6)

About AusAID

AusAID advises the Government of Australia on international development policy and manages Australia's overseas aid program. AusAID's work contributes to a global commitment to achieve eight 'Millennium Development Goals' to:

- eradicate extreme poverty and hunger;
- achieve universal primary education;
- promote gender equity and empower women;
- reduce child mortality;
- improve maternal health;
- combat HIV & AIDS, malaria and other diseases;
- ensure environmental sustainability; and
- develop a global partnership for development.

With a head office in Canberra, and 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 private companies and non-government organisations who contribute to the design and delivery of programs of assistance.

The Philippines Program

Under the joint Australia Philippines Development Assistance Strategy for the period 2007-2011, Australian aid is focused on supporting the Philippines Government's priorities of improving the prospects for economic growth, poverty reduction and national stability. . In implementing this agenda, Australia will support major initiatives in education, infrastructure, health, disaster risk reduction and improving leadership and governance. Australia will work with a variety of government, non-government and other donor partners in delivering assistance and generating research and analysis to progress development in the Philippines.

The Sub-National Team

The sub-national team is responsible for developing and implementing an approach to sub-national governance working closely with other AusAID programs and other donors. A major component of this includes, but is not limited to, implementing a bilateral Provincial Road Management Facility (a governance facility), managing co-financing arrangements with the World Bank, working with other donors within the sector and representing AusAID at the Philippines Development Forum Working Group on Decentralisation and Local Government.

The major bilateral activity involves physical road works but is primarily an extensive governance and institutional reform activity.

Job Description

The Senior Program Officer (SPO) - Sub-National will work under the direction of the Portfolio Manager - Sub-National. The SPO will be responsible for assisting the Portfolio Manager engage with internal and external stakeholders on issues and policies relevant to decentralisation, local government, program delivery and good governance; developing strategies to guide AusAID's sub-national interventions; undertake and/or manage monitoring and evaluation activities; manage the delivery of a range of bilateral, co-financed and other grant activities (including contract management and financial management); and contribute to AusAID's corporate goals and objectives.

Roles and Responsibilities

The Senior Program Officer will be responsible for undertaking the following duties, plus others as directed:

Policy and program development

Participate in and contribute to the development, formulation and review of policies, programs and initiatives relevant to the Sub-national program by:

- Monitoring the policy development of the Government of Australia (GOA), AusAID, other Australian agencies and the Government of the Philippines (GOP);
- Keeping abreast of the policies, programs and activities of the GOP and other donors' and identifying, articulating and developing linkages, as needed, with AusAID activities;
- Gathering, analysing and reporting relevant information with focus on program policy issues;
- Contributing to and informing strategy alignment and programming rationale;
- Providing analysis, support and direction for the development of new activities including developing the concept document and participating in the design process;
- Providing policy inputs and technical support in developing strategies and systems in various program missions, including development of terms of reference, request for tender, design documents, project appraisal, sectoral reviews and project evaluation among others.

Program management and delivery

Manage delivery of relevant programs and / or initiatives and provide administrative and logistic support relevant to the sub-national team requirements to ensure that service delivery and aid budget objectives are met by:

- Managing initiative contracts and agreements, budget measures, and / or funding agreements (which may be relatively complex, risky or high profile);
- Conducting strategic monitoring, with a focus on performance and expenditure monitoring, and reporting of initiatives and budget measures;
- Providing accurate and complete financial administration of initiatives to achieve compliance with AusAID budgetary and system requirements;
- Negotiating with appointed implementers (e.g. Managing Contractors, partner GOP agencies and other partner organisations) on current programs, projects and initiatives;
- Providing analysis based advice to AusAID senior officers on program level operational and strategic issues for initiatives they manage;
- Liaising with AusAID Canberra to ensure that prompt advice is available from and to key corporate and operational areas.

Performance and quality

Participate in and contribute to the effective delivery of the Philippines Program by:

- Providing support and inputs to initiative and program evaluation, including in a technical role if required.

Plan and implement performance and quality processes needed for effective program development and management including:

- Providing input to the development of quality assurance components of activity design;
- Managing and deliver high calibre and timely input to AusAID's quality reporting systems (QRS) and other performance and quality-related requirements;
- Providing advice and inputs to the development of a high quality Annual Program Performance Report (APPR) document and other regular or special reports as may be required;
- Providing advice and input to the development of a high quality quarterly budget measure report;
- Identifying performance and quality processes needed for activity development and management and ensuring that these are reflected in the country program's program management plan;
- Carrying out other performance and quality assurance tasks as required.

Team Working

Take personal responsibility for achievement of outputs within defined resource allocation by:

- Contributing to the development and delivery of team work plan;
- Developing individual work plans and assisting with the development of work plans of other officers within the team;
- Participating in performance planning and assessment processes;
- Providing support, coaching and mentoring as well as timely and specific feedback to colleagues including supervisors;
- Building own knowledge and that of colleagues by sharing relevant information in timely manner.

Representation and Liaison

Contribute to the establishment, maintenance and strengthening of effective stakeholder relationships by:

- Representing AusAID in meetings and relevant fora including contributing to raising the profile of the AusAID Philippines Program;
- Preparing and / or delivering briefings, presentations and speeches as directed;
- Establishing and developing constructive relationships within AusAID and with relevant partner governments, donors, other key agencies, civil society organisations and private organisations;
- Keeping stakeholders informed and consulted on relevant matters;
- Understanding, anticipating and responding to the information needs of the relevant stakeholders (e.g. partner organisations, program team, Canberra).

Individual Characteristics

- Experience working on governance, local-government and/or decentralisation projects.
- Demonstrated knowledge of national and sub-national Philippine Government structures and functions including local government financing and service delivery issues.
- Knowledge of and experience working in local government policy development and program delivery. In particular an understanding of the GOP (national and sub-national) policy environment regarding planning and finance, local development, service delivery, and local governance reforms would be an advantage.
- Demonstrated experience in policy development and program management and delivery.
- Demonstrated ability to undertake duties according to the administrative, regulatory and legislative requirements of AusAID and the Australian Government.
- Experience or demonstrated ability to represent the agency and engage with senior program partners.
- Demonstrated ability to manage or mentor staff.

Capabilities

The SPO - Sub-National should adhere to the Overseas Based Employee values and code of conduct, and display the following capabilities:

- Supports strategic thinking
- Achieves results
- Supports productive working relationships
- Displays personal drive and integrity
- Communicates with influence

Additional information on the values, code of conduct and capabilities is detailed on the Australian Public Service Commission website (www.apsc.gov.au). Relevant level: APS6

Selection Criteria

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1. A tertiary qualification in a related field.
2. Demonstrated experience in and knowledge of development issues in local government service delivery and institutional structures, particularly in planning, finance and governance reform.
3. Demonstrated experience working and negotiating with senior government and donor agency officials.
4. Experience working in teams in complex and cross-cultural environments.
5. Demonstrated skills in policy development and program management in the Philippine context.
6. Ability to think & operate at a strategic level to contribute to the success of the Philippines Program.

Location

The SPO - Sub-National will be located in the AusAID office in Manila but will be expected to spend extensive periods of time, often at short notice, in provincial centres where Program support is to be provided.

NB: All AusAID employees demonstrate a commitment to the Overseas Based Employee 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.

Approved: / /