



Australian Government

Aid Program

PORTFOLIO MANAGER - EDUCATION DEVELOPMENT COOPERATION

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 an experienced, enthusiastic and innovative person to fill the Portfolio Manager (PM) position in the Education team.

The Portfolio Manager will take prime carriage of internal and external stakeholder engagement on issues and policies relevant to basic education; 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 relevant Counsellor – Development Cooperation.

The AusAID's Education program supports the Government of the Philippines (GOP) education system to efficiently manage resources in support of schools and teachers and to improve education opportunities for boys and girls. The Education team has shaped a strategic program response to the challenges outlined by the Department of Education (DepED) and articulated in the Basic Education Sector Reform Agenda (BESRA).

Selection Criteria

Applications are invited from suitably qualified persons, with local nationals being encouraged to apply. This is an Overseas-based employee position and not an Australian Public Service position. Further details on job description and selection criteria for the position can be accessed under job vacancies at the website: <http://www.philippines.embassy.gov.au/mnla/aboutus.html>.

Conditions of Contract

The Position will be a full-time position, with ongoing employment contract and based in AusAID's Manila office. The successful candidate is expected to commence as soon as possible. The commencing salary of Php131,140 per month is 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, 2 August 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 – Education/ 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 Education (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.

About the Education Team

The Education component of the Program aims to support the Government of the Philippines' education system to efficiently manage resources in support of schools and teachers and to improve education opportunities for boys and girls in targeted areas. The education team has shaped a strategic program response to the challenges outlined by the Department of Education and articulated in the Basic Education Sector Reform Agenda (BESRA).

Job Description

The Portfolio Manager (PM) - Education - has prime carriage of coordinating and integrating AusAID's support in the area of basic education. The PM plays a key role in engaging internal and external stakeholders on issues and policies relevant to the sector, leading program design, delivery, monitoring and evaluation, and undertaking strategic analytical tasks. They have responsibility for leading and managing a small team of staff and overseeing their activities.

The PM Education, works under the direction of the Counsellor -Human Development and Human Security.

Roles and Responsibilities

The Portfolio Manager Education 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, MDBs 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 plan 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 components of 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, including by:

- 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;
- 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 and building constructive partnerships with key stakeholders.
- Building effective relationships and networks across government agencies, nationally and regionally;
- Representing AusAID and the Government of Australia in meetings and relevant fora;
- Preparing presentations and speeches (this may occasionally involve out of hours activities);

Individual Characteristics

- Experience working at senior levels in the basic education sector in developing country contexts, ideally the Philippines;
- Sound knowledge of the education sector and approaches to basic education development in developing country contexts, ideally the Philippines;
- Sound knowledge and understanding of the principles and practices that guide the Department of Education as the key implementing agency in delivery of basic education service;
- Sound knowledge of the key stakeholders involved in basic education development, including government agencies (at national and regional level), donor organisations, NGOs and the private sector;
- 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 Education 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. Proven sound analytical ability and good judgement. Including ability to think & operate at a strategic level.
2. Communication skills of a high order.
3. Demonstrated relevant experience in and knowledge of development issues in basic education.
4. Proven ability to work, maintain productive relationships and negotiate effectively with senior government and donor agency officials (particularly in the Philippines context).
5. Demonstrated capacity and experience in leading and managing teams in complex and cross-cultural environments.
6. Demonstrated capacity for policy development and program management and review, ideally in the Philippine context.
7. A tertiary qualification in a relevant discipline.

Location

The PM Education 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.

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