



Australian Government
Aid Program

PORTFOLIO MANAGER - ORGANISATIONAL DEVELOPMENT & SCHOLARSHIPS 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 Organisational Development & Scholarships (OD & S) unit.

The PM will lead and manage the OD & S unit responsible for coordination, program management and policy development functions in the area of organisational development (OD), human resource development (HRD) and scholarships. The PM, under the direction of the relevant Counsellor, Development Cooperation, will manage Australia's flagship OD and Scholarships program, and work closely with AusAID Manila sectoral teams and key stakeholders to provide technical inputs on OD, HRD and scholarships issues.

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, 9 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 – OD&S/ 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.

Portfolio Manager (Organisational Development & Scholarships Unit)
(An on-going, Overseas-based employee)
Terms of Reference

Background

Successful implementation of the Australian aid program's Development Assistance Strategy (DAS) for the Philippines depends on effective national and local partner organisations. Australia intends to continue providing assistance in human resource development to underpin implementation of the DAS but with a more explicit focus on the organisation as the unit of engagement.

Organisational development is considered as the process through which organisations develop the competencies and capacities to deliver on their mandate in an effective and sustainable manner. In this regard, the new Philippines-Australia Human Resource and Organisational Development Facility (PAHRODF) to be implemented by an external Managing Contractor will strengthen broader administrative and service delivery systems of Australia's partner organisations to complement the technical capacity development provided in DAS sectoral programs (such as education, sub-national governance, disaster risk reduction, etc).

The PAHRODF is a five-year (2010-2015) initiative which is intended to:

- 1) develop and make better use of human resource development, planning, management, administration competencies and support systems for service delivery of targeted individuals, organisations and groups of organisations supported by the DAS; and
- 2) enable these individuals and organisations to build and maintain relationships, share and build on enhanced competencies, capacities, and lessons learnt from research and knowledge synthesis initiatives.

A key aspect of PAHRODF is the integration and management of Australia Awards (i.e. long term scholarships and short term awards) to achieve its objectives.

The Organisational Development & Scholarships Unit

The Organisational Development and Scholarships (OD/S) Unit in AusAID Manila Post will perform a number of coordination, program management and policy development functions in the area of organisational development, human resource development and scholarships. The unit will be composed of the Portfolio Manager, a Senior Program Officer/Program Officer, with significant support from a Program Support Officer.

Job Objectives

AusAID Manila Post seeks a full-time Portfolio Manager to:

1. provide oversight and management responsibility for the Organisational Development and Scholarships Unit; and
2. provide technical inputs on OD issues to other teams of AusAID Manila Post.

Job Description

The Portfolio Manager (Organisational Development & Scholarships) is responsible for supervising AusAID's engagement with internal and external stakeholders on issues and policies in organisational development, human resource development & scholarships, providing inputs into program design, delivery, monitoring and evaluation and reporting, undertaking strategic analytical tasks, leading coordination on OD, HRD and scholarships issues across program pillars and overseeing the unit's activities.

The Portfolio Manager (OD/S), under the direction of the relevant Counsellor, Development Cooperation, will be responsible for undertaking the following duties, plus others as directed (with indicative percentage of time/effort):

Program Management and Delivery (50%)

In accordance with AusAID and Australian Government administrative, financial, regulatory, legislative and reporting requirements, ensure the effective management and delivery of organisational development and scholarships components of the Philippines Country Program Strategy, including but not limited to:

- Providing strategic advice and oversight on PAHRODF implementation and acting as AusAID representative on the Facility Executive Committee
- Supervising and ensuring effective financial and contract management of PAHRODF
- Maintaining close monitoring and oversight of flexible modes of delivery to be piloted by PAHRODF, in coordination with Australian Scholarships Group and Whole-of-Government agencies in the Australian Embassy as necessary.

Provide effective leadership and manage the efficient and effective utilization of the OD/S unit resources by:

- Developing individual work plans that are aligned with the Performance Planning and Assessment process and taking responsibility for the achievement of unit outputs;
- Supervising and mentoring unit members through role modelling, providing performance feedback, coaching, and on-the-job training;
- Providing oversight and endorsing work unit contributions to the Business Unit Plan;

Specialist Technical Advice (45%)

Provide advice to AusAID on strategic choices and options for stakeholder engagement on organisational development and human resource development by:

- Engaging AusAID sectoral teams to develop understanding of how capacity development in OD/HRD is situated within the respective existing and proposed AusAID sectoral programs
- Contributing to the development of country program and thematic delivery strategies, as well as development of new initiatives
- Analysing major OD/HRD issues of partner government agencies in the context of good international OD/HRD practice

- Identifying, articulating and developing linkages between AusAID activities and those of other donors' aid activities
- Ensuring there is complementarity between PAHRODF activities and AusAID sectoral programs, including in relation to strategic objectives, modalities, performance and quality processes.

Provide specialist advice and expertise to guide the effective implementation of PAHRODF by:

- Reviewing annual PAHRODF strategy papers and providing advice for improvements, if any
- Participating in organisational assessments of Philippine partner organisations conducted by the PAHRODF Managing Contractor, reviewing all organisational assessments, and where needed, providing recommendations for improvement
- Reviewing HR/OD proposals developed by the PAHRODF Managing Contractor to ensure Facility assistance will complement other HR/OD processes and capacity building (e.g. technical skills development; technical assistance) that would be occurring through the AusAID sectoral programs and other donor programs (i.e. a donor harmonisation role with respect to HR/OD efforts)
- Reviewing the PAHRODF M&E framework and providing practical recommendations to:
 - ensure organisational changes are captured and documented
 - fine-tune the PAHRODF M&E mechanisms
- Reviewing annual and six-monthly PAHRODF M&E reports with particular focus on monitoring improvements in HR/OD capacities of partner organisations and how those improvements are contributing to more effective AusAID programs
- Reviewing M&E frameworks and annual and six-monthly M&E reports of AusAID sectoral programs with particular focus on monitoring improvements in HR/OD capacities of partner organisations

Provide assistance and technical expertise to AusAID Manila Corporate Resources section as needed (e.g. change management)

Representation and Liaison (5%)

Strengthens relationships with development cooperation partners and stakeholders and contributes to raising awareness of AusAID's program by:

- Liaising and developing constructive relationships and networks with stakeholders including partner governments, other donors, contractors, regional and multilateral organisations, and civil society;
- Liaising with AusAID Canberra senior officers, and other key agency officials;
- Building and maintaining effective relationships with other agencies in the Australian Embassy; and
- Representing AusAID and the Government of Australia in meetings and relevant fora.

Specification/Qualifications and Experience

1. Knowledge and Experience
 - Minimum five (5) years of demonstrated senior-level experience in managing large and complex programs and projects, preferably in the field of capacity development programs for public and/or private sector organisations
 - Minimum eight (8) years professional work experience in the OD/HRD sector, with demonstrated experience in development and analysis of strategies for organisational development, human resource development and knowledge sharing activities across diverse public and private sector organisations
 - Demonstrated experience in leading teams and working with a variety of teams in cross-cultural environments
 - Demonstrated experience in and knowledge of Philippine development issues, particularly institutional development
 - Demonstrated understanding of the role of donor-funded scholarships programs
 - Demonstrated knowledge and experience on integration of relevant equality/inclusion/access issues in development programs and projects, specifically on Gender (required) and Disabilities (desired)

2. Eligibility/Other requirements
 - Masters degree qualifications in organisational development and/or human resource development
 - Demonstrated skills program management and policy development and review, ideally in the Philippine context
 - Strong analytical and monitoring and evaluation skills
 - Demonstrated experience working and negotiating with senior government and donor agency officials
 - Demonstrated excellence in written and oral communication and presentation
 - Fluency in written and spoken English

Selection Criteria

1. Demonstrated experience in a senior organisational development and/or human resource development role for programs for public and/or private sector organisations, preferably in the Philippines

2. Demonstrated experience in managing capacity building programs for public and/or private sector organisations in low or middle income countries, preferably in the Philippines

3. Ability and capability to lead teams, influence and mentor people and maintain effective working relationships across teams in a cross-cultural environment

4. Ability to think and operate at a strategic level, and to exercise sound judgment, to contribute to the success of the Philippines Program