



**Program Manager – Rural Development
(DFAT GHD, Australian Embassy Indonesia)**

Position Reference: 20219

Level 4: IDR 14,146,000 per month

Department of Foreign Affairs and Trade, Australia Embassy Indonesia

Ongoing, Full-time

Reports to: Rural Senior Program Manager

The opportunity

The Rural Development Unit at the Australian Embassy is looking for a program manager who will work on the \$112 million AIP Rural Economic Development portfolio that covers the areas of agribusiness, irrigation, research and innovation and access to finance (<http://aip-rural.or.id/>). We are looking for someone who is passionate about private sector development, agriculture, and food security and is eager to contribute to the high quality management of our programs. You'll have the opportunity to work with a wide range of stakeholders from Government, universities, and the private sector and will have the opportunity to travel to rural areas.

The ideal candidate will have experience in program management and well developed abilities to undertake financial and administrative tasks, develop relationships with stakeholders, and prioritise workloads to meet deadlines. You will have an understanding of both the private and public sector, relevant development issues and be willing to learn new skills and ways of working. You will be part of a small team, so being proactive, organised and flexible will be important.

Our ideal candidate

We are looking for the ideal candidate that possesses the required qualification and skills specified in the attached position description.

Who we are

We are a motivated and professional team with a wide variety of qualifications and backgrounds. We welcome people with private-sector experience. We value people with ideas, the ability to present them persuasively, and the drive and skill to see them adopted. We take pride in our reputation for acting with integrity and discretion. We seek greater diversity in our workforce.

What we offer

- A diverse and inclusive workplace and attractive remuneration package
- Exciting and fulfilling work at the heart of Australia and Indonesian bilateral relations

- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.

How to apply

Submit an application directed to Tanya Mahindria, Recruitment Officer, jakartajobapplications@dfat.gov.au with subject: **Rural Development – LE4** by no later than **Monday, 29 January 2018**. As part of your application you will need to provide:

- A Curriculum Vitae of no more than two pages.
- A completed [Application Form](#) (available on the Australian Embassy website) which includes a 1-page essay of no more than 1,000 words telling us how your skills, experience and qualifications makes you the best candidate for this opportunity. Incomplete Application Forms will not progress to the next stage.

Tell us why you are the right person for the job. We want to know why you want to work at the Australian Embassy Indonesia, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In short – why should we hire you?

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Who to contact

All queries relating to job applications should be directed to Tanya Mahindria, Recruitment Officer via email jakartajobapplications@dfat.gov.au

No phone enquiries will be taken and only short-listed applicants will be notified.

Things to note

Australian Embassy Indonesia employees are expected to adhere to the Locally-engaged Staff Code of Conduct and employment principles in terms of performance and standards of behaviour.

Advancing the interests of Australia and Australians internationally

Position Description – Jakarta Post, November 2017

Agency	Department of Foreign Affairs and Trade
Position number	20219
Title	Program Manager – Rural Development
Classification	LE4
Section	Rural Development
Reports to	Rural Senior Program Manager

About the Australian Government’s Department of Foreign Affairs and Trade (DFAT)

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia’s security, enhancing Australia’s prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia’s pursuit of global, regional and bilateral interests.

Australia and Indonesia have an effective development partnership that is boosting economic growth and tackling poverty, improving health and education outcomes, and strengthening democracy, justice and governance.

About the position

Under general direction, this position will report to the Rural Senior Program Manager. The Australia-Indonesia Partnership, which incorporates the rural program, is now in the implementation phase. This position will contribute to the management of its four components as required.

The key responsibilities of the position include, but are not limited to:

- Assist with the selection, authorisation, implementation and monitoring of activities ensuring all financial and administrative requirements are met
- Assist with the development of pipeline activities, including developing terms of reference and procuring consultant services, and undertake performance and quality processes for new initiatives
- Prepare high quality briefings, communication materials, contracts and overarching documents for initiatives
- Monitor and contribute to the management of program implementation, including a focus on cross cutting issues such as gender and nutrition

- Undertake day-to-day program administration including financial management (AidWorks), record keeping, risk management, program coordination and visit management
- Contribute to the development and management of program contracts, including the procurement and implementation of contracts, minor contracts variations, low level dispute resolution and contractor performance assessments
- Assist with the identification, design, implementation, evaluation and review of programs, policies and strategies
- Undertake research and analysis on program related issues, and participate in task based team activities
- Liaise and network with key counterparts including government departments/ agencies, other donor agencies, non-government organisations and managing contractors

Qualifications/Experience

- A university degree in international development, international affairs, public policy or a related field
- Demonstrated program management experience including contracting, financial management, monitoring and reporting
- Well-developed communication and liaison skills in both written and spoken English and Bahasa Indonesia
- A high level understanding of the public sector and other development stakeholders in Indonesia
- Knowledge of development issues relevant to DFAT's program of work
- Sound administrative skills and experience, including the ability to work under pressure and meet deadlines
- Well-developed interpersonal skills and the ability to form productive relationships with a wide range of stakeholders