



**Australian Embassy**  
**Indonesia**

## **Program Manager – Social Protection (DFAT GHD, Australian Embassy Indonesia)**

**Position Reference: 20198**

**Level 5: IDR 18,902,250 per month**

**DFAT Governance and Human Development**

**Ongoing, Full-time**

**Reports to: Senior Program Manager – Social Protection**

### **The opportunity**

The Poverty and Social Development Section at the Australian Embassy is looking for a program manager to support our \$62 million MAHKOTA (Towards a Strong and Prosperous Indonesian Society) investment in social protection and our contributions to two World Bank trust funds that support poverty reduction. We are looking for someone who is interested and passionate about working with Indonesian and international stakeholders to promote poverty and inequality reduction through a range of approaches, particularly social protection. You will have the opportunity to work alongside social protection experts and committed partners to bring about change in this complex and fast-moving policy area.

The ideal candidate will have experience managing programs, be familiar with monitoring and evaluation, and know how to assist in delivering an effective development program. You will have experience building productive working relationships, especially with Government of Indonesia officials and development partners. You will need to seek out opportunities to collaborate with other parts of the Australian development cooperation program to help to address shared development challenges. You will need to be fluent in both English and Bahasa Indonesia.

### **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](mailto:jakartajobapplications@dfat.gov.au) with subject: **LE5 – Social Protection** by no later than **Wednesday, 23 May 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](mailto: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, April 2018

<b>Agency</b>	Department of Foreign Affairs and Trade
<b>Position number</b>	20198
<b>Title</b>	Program Manager, Social Protection
<b>Classification</b>	LE5
<b>Section</b>	Poverty and Social Development
<b>Reports to</b>	Senior Program Manager, Social Protection

### 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 development 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 Australia’s Development Partnership Indonesia

The overarching goal of Australia’s development partnership with Indonesia is to boost inclusive growth and productive jobs by improving competitiveness through strengthening the impact of Indonesia’s own resources. Three objectives will contribute to this goal:

- Effective economic institutions and infrastructure
- Human development for a productive and healthy society
- An inclusive society through effective governance.

### About the section

The Poverty and Social Development (PSD) section includes unit teams that work on basic service delivery, the knowledge sector, social protection, community and women’s empowerment, disability and social inclusion. The PSD portfolio contributes to: improvements in Government of Indonesia (GOI) policies; more accountable, effective and inclusive public sector management; and better basic service delivery systems. Overall objectives of PSD include reducing poverty, enhancing quality of life and increasing participation, in particular for women, the poor and marginalised groups. PSD works closely with the GOI on its priorities in collaboration with civil society, universities and think tanks through a range of programs, including bilateral initiatives implemented by managing contractors, World Bank-managed trust funds and a number of grant agreements.

## About the position

The Program Manager, Social Protection, will work under the direction of the Senior Program Manager, to support the day to day delivery of the MAHKOTA (*Towards a Strong and Prosperous Indonesian Society*) social protection program and poverty reduction initiatives managed through World Bank trust funds (*Local Solutions to Poverty* and the *Partnership for Knowledge-Based Poverty Reduction*). These investments aim to enhance the efficiency and effectiveness of Indonesia's social protection programs and support high quality policy advice and technical assistance to contribute to poverty and inequality reduction, including at the sub national level.

The Program Manager will be expected to: set priorities; manage and monitor workflow within their area of responsibility; and take initiative in identifying tasks and assisting others in their unit.

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

- Build and maintain close working relationships with DFAT's implementing partners and relevant stakeholders at the national and sub-national levels to ensure effective project planning, implementation, and evaluation that can contribute to effective policy development in social protection and poverty reduction.
- Contribute to monitoring and evaluation in accordance with Australian development program performance frameworks.
- Manage the day-to-day administrative and financial aspects of relevant contracts through DFAT's financial management system (AidWorks); and ensure the maintenance of well-organised databases, files and reference material.
- Provide advice on partners' performance, quality and sustainability.
- Contribute to designs of future phases of Australia's governance and social development assistance in specific units.
- Advise on progress of activities, emerging issues and key risks through the preparation of briefings, submissions, presentations and internal quality reporting.
- Assist with representation and negotiation behalf of DFAT in relevant forums and report on outcomes.
- Analyse reports, findings and recommendations from field missions and evaluation exercises, and undertake research to inform policy advice, including providing advice on new activity proposals and design that are responsive to the Indonesian context, as well as contribute to social media and communications for the unit.
- Support effective collaboration with other Australian development programs in Indonesia.
- Assist with representing, liaising and negotiating on behalf of DFAT in relevant forums and missions, reporting on outcomes upon return to office. Some regional travel will be required.

## Qualifications/Experience

- A university degree in a field related to social development and/or social protection.
- Familiarity with the Government of Indonesia's systems and practices.
- Demonstrated ability to liaise with GOI and non-government stakeholders, including civil society organisations and other donors.

- Experience in working on large and complex development programs in Indonesia, and demonstrated practical experience in contract and financial management, risk management; with an ability to quickly learn and effectively implement corporate systems and program management requirements.
- Well-developed communication, negotiation and representation skills in both English and Indonesian.
- Ability to produce high quality, clear, and concise briefings and reports in both in English and Indonesian.
- Well-developed interpersonal skills and the ability to develop productive relationships.
- Knowledge of development issues relevant to DFAT's work in Indonesia, including social protection.