



Australian Embassy
Indonesia

Senior Program Manager – Knowledge Sector and Civil Society (DFAT GHD, Australian Embassy Indonesia)

Position Reference: 20228

Level 6: IDR 26,990,333 per month

Department of Foreign Affairs and Trade, Australia Embassy Indonesia

Ongoing, Full-time

Reports to: Unit Manager – Knowledge Sector and Civil Society

The opportunity

The Poverty and Social Development section at the Australian Embassy is looking for a Senior Program Manager to manage our engagement in the Indonesian Knowledge Sector. We are looking for someone who is interested and passionate about working with Indonesian researchers and Government stakeholders to develop their own capacity to make evidence-based policy. You'll have the opportunity to work with experts, dedicated professionals and committed partners to bring about change in this complex area.

Our ideal candidate

The ideal candidate will have experience working on development programs and knows how to design and implement effective development programs. You will be comfortable working on complex issues, know how to navigate political economy, advise senior staff on directions for the investment and make course corrections as necessary. Experience engaging with Australian and Indonesian government officials is essential. You will have, or be able to develop, networks with think tanks and civil society. You will need to seek out opportunities to work with other parts of the Australian development cooperation program, to address shared development challenges. You will need to be fluent in English and Bahasa Indonesia.

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: **SPM Knowledge – LE6** by no later than **Thursday, 23 November 2017**. 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, September 2017

Agency	Department of Foreign Affairs and Trade
Position number	20228
Title	Senior Program Manager – Knowledge Sector and Civil Society
Classification	LE6
Section	Poverty and Social Development
Reports to	Unit Manager, Knowledge Sector and Civil Society

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 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, community empowerment, the knowledge sector, social protection, women’s empowerment, disability and social inclusion.

The PSD program 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 ones implemented by managing contractor, World Bank-managed trust funds and a number of grant agreements.

About the Knowledge Sector Program (KSI)

The Knowledge Sector Program is part of the Poverty and Social Development.

The Knowledge Sector Initiative (<http://www.ksi-indonesia.org/id/>) is a 5 year program that aims to support the Indonesian Knowledge sector namely, the institutional landscape of government, private sector, and civil society organisations that provide research and analysis to generate better quality research and increase the application of evidence in policymaking contributing to more inclusive and equitable growth in Indonesia.

The first four year phase of KSI commenced in May 2013 and concluded in June 2017. In its first phase, KSI succeeded in building research and organisational capacities of 16 policy research institutes as well as a range of government bodies that play a crucial role in integrating evidence into policymaking. The second phase, which commenced in July 2017 and will go until June 2022, will work on a more focused set of goals (above).

The program's goal above will be achieved through work in four priority areas:

1. Quality policy research and analysis and effective communication
2. Research funding (government, private sector and philanthropic) and quality of spending
3. Government knowledge management systems
4. Public discourse on the role of research, evidence and analysis in public policymaking.

About the position

The Senior Program Manager, Knowledge Sector Program will be required to undertake work that is complex in nature and to work under limited direction, with the opportunity for reasonable autonomy and accountability. They will be expected to exercise both initiative and sound judgment in the management of programs and in the application of DFAT practices and procedures. The Senior Program Manager will be expected to apply their professional skills and experience to manage complex problems and to assist the Unit Manager in strategic planning and program management.

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

- Oversee and support the implementation of one or more components of the Knowledge Sector Initiative
- Develop and support complex relationships with internal and external stakeholders, and advise the Unit Manager and PSD Counsellor on managing complex relationships to achieve strategic, political and operational outcomes

- Build and maintain effective networks with GOI and other partners in the sector (particularly research partners, private sector and other Government institutions) to promote effective coordination and oversight of implementation
- Analyse reports, findings and recommendations from evaluation and file missions to feed into policy dialogues and discussions with GOI
- Identify and shape the strategic policy direction of unit programs and the overall section
- Assess the quality of program documentation and research reports produced by the Knowledge Sector Initiative and the research produced by partners
- Plan and oversee the implementation of a robust monitoring and evaluation system for the Knowledge Sector Program
- Analyse information produced by the program's monitoring and evaluation system to advise DFAT on future programming decisions
- Collaborate and liaise with a range of stakeholders, including managing contractors, government of Indonesia counterparts, other donors and civil society organisations in a representational role
- Coordinate with other relevant sectoral teams in the aid program to identify and follow up on collaboration opportunities and entry points for engagement with other Departments within the Embassy
- Produce a range of high quality written materials including speeches, briefing materials, and internal and external program quality reports in English
- Manage staff and develop team capacity through coaching, performance feedback and encouraging career development for junior local staff.

Qualifications/Experience

- A university degree (essential) and/or Masters (an advantage) in a relevant field and a minimum five years of experience in administering development programs
- Demonstrated strong analytical skills and an ability to think strategically
- Strong program management experience in contracting, financial management, monitoring and reporting and design of effective activities
- Highly developed communication, negotiation, liaison and representation skills in written and spoken English and Indonesian; and demonstrated experience in communicating in these languages with a variety of audiences
- Familiarity with Government of Indonesia systems and practices
- Experience working with or in the Government of Indonesia is highly desirable
- Experience working in any of the following fields is highly desirable: research, public policies and decentralisations
- Well-developed interpersonal skills and the ability to form productive relationships. Experience engaging with Indonesian and Australian Government officials is an advantage. Relevant established networks preferred
- Demonstrated experience managing risk
- Demonstrated experience managing and mentoring staff.