



Australian Embassy
Indonesia

Senior Program Manager – Economic Governance (DFAT EII, Australian Embassy Indonesia)

Position Reference: 20423

Level 6: IDR 26,990,333 per month

DFAT Economic, Investment and Infrastructure

Ongoing, Full-time

Reports to: First Secretary – Economic Governance

The opportunity

The Economic Governance Section at the Australian Embassy is looking for a Senior Program Manager to work on our key economic governance investments. The Senior Program Manager – Economic Governance will share responsibility for the day-to-day management of the Australian Indonesian Partnership for Economic Development or PROSPERA program. We are looking for someone who is interested and passionate about working with Indonesian and Australian stakeholders to develop the economic partnership between Indonesia and Australia. You'll have the opportunity to work with committed partners to bring about change in this important area.

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: **SPM – EcoGov** by no later than **Sunday, 27 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

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

Agency	Department of Foreign Affairs and Trade
Position number	20423
Title	Senior Program Manager – Economic Governance
Classification	LE6
Section	Economic Governance
Reports to	First Secretary – Economic Governance

About the Department of Foreign Affairs and Trade

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 development assistance 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 team

The Economic Governance Unit is responsible for the Australia Indonesia Partnership for Economic Development (PROSPERA). PROSPERA is a \$145 million program supporting the Indonesian government to design and implement evidence based policies. PROSPERA is implemented by a managing contractor and 17 Australian government agencies. The Economic Governance Unit facilitates the flow of information to senior management to assist in the oversight and accountability of PROSPERA, monitoring performance and reporting against compliance requirements. Through the tracking of policy and financial commitments, the Economic Governance Unit provides advice on policy and program decisions and coordinates cross-sectoral priorities and collaboration. It also provides secretariat support to high-level aid policy committees and meetings, and coordinates aid briefing and reporting.

About the position

The Senior Program Manager, 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. The Senior Program Manager will be expected to exercise both initiative and sound judgment in the management of PROSPERA and in the application of DFAT practices and procedures, developing key relationships with other Australian agencies and will be expected to

apply their professional skills and experience to manage complex problems and to assist Australia's economic governance policies through strategic planning.

Under limited direction from the First Secretary, the key tasks of the position include:

- Oversee and manage the delivery of a complex economic governance program, including stakeholder, performance, financial and contract management. This includes proactive management of more complex issues;
- Develop team capacity through coaching, performance feedback and encouraging career development for junior locally engaged staff;
- Build and maintain effective networks with the Indonesian government and other partners (particularly research partners, private sector and other Government institutions) to promote effective coordination and oversight of implementation;
- Develop and support complex relationships with key internal and external stakeholders, and provide management with strategic advice on complex relationships to achieve strategic, political and operational outcomes;
- Produce a range of high quality written materials including speeches, briefing materials, and internal and external program quality reports in English;
- Provide high level communications and strategic advice to management on program activities, emerging issues, and key risks through the preparation of briefings, presentations and internal quality reporting;
- Effectively manage program risks and ensure all major risks to achieving results are reported up through the management structure;
- Develop a high level of understanding of economic governance policy issues in Indonesia and the Economic Partnership between GOI and the Australian Government; and
- Provide high level administrative and secretariat support for meetings, visits and events including managing invitations, preparing documents, taking minutes, and managing complex travel and logistics arrangements

Qualifications/Experience

- A university degree (essential) and/or Masters (an advantage) in a relevant field.
- 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 demonstrated experience in communicating with a variety of audiences.
- Demonstrated experience working with the GOI and/or international donors is an advantage.
- Well-developed interpersonal skills and the ability to form productive relationships (experience engaging with Indonesian and Australian Government officials is an advantage).
- Demonstrated experience managing risk.
- Demonstrated experience managing and mentoring staff.
- Experience working in research or public policy is highly desirable