



Australian Embassy
Indonesia

Unit Manager – Infrastructure (Water and Sanitation) (DFAT EII, Australian Embassy Indonesia)

Position Reference: 1597

Level 7: IDR 40,660,667 to IDR 59,501,333 per month

DFAT Economic, Investment and Infrastructure

Non-Ongoing for 12 months, Full-time

Reports to: First Secretary - Infrastructure

The opportunity

The Infrastructure and Economic Growth Section at the Australian Embassy is looking for a unit manager to oversee our \$66 million portfolio of investments in the Water and Sanitation Sector. We are looking for someone who is interested and passionate about working with Indonesian stakeholders to increase access to water and sanitation services. You'll have the opportunity to work with experts, dedicated professionals and committed partners to provide essential services in this vital sector.

The ideal candidate will be an experienced manager, who 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. You will manage a small team, so your experience leading and motivating staff will be important. With your team, you will oversee all aspects of contracting, risk management, monitoring and reporting for Australia's portfolio of water and sanitation investments, including the Palembang City Sewerage Project.

You should be a good networker and be able to build productive working relationships. Experience managing public sector infrastructure projects is highly regarded. 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.

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: **UM Infrastructure** by no later than **Sunday, 15 July 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, May 2018

Agency	Department of Foreign Affairs and Trade
Position number	1597
Title	Unit Manager - Infrastructure (Water and Sanitation)
Classification	LE7
Section	Development Cooperation
Reports to	First Secretary - Infrastructure

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 program

The current infrastructure program provides support to a range of sectors including transport; water and sanitation, and energy. Assistance is delivered through a mix of direct bilateral programs such as the Indonesia Australia Partnership for Infrastructure (KIAT) Facility as well as partnerships with the World Bank and Asian Development Bank.

About the position

The Unit Manager (UM) will work within the Infrastructure Unit, under the direction of the First Secretary, Infrastructure. The primary role of the UM will be to: oversee the day-to-day management of existing and planned infrastructure/water and sanitation activities, provide high level analytical advice on policy issues and developments in the infrastructure/water and sanitation sector of relevance to Australia; provide input and support to senior management on strategic planning, resource management, program delivery and assist with the supervision, advice and support of staff.

The key responsibilities for this position include, but are not limited to:

- Provide high level analytical advice on policy issues within the development sector, relevant to Australia's interests.

- Oversee and manage the implementation of activities in the water and sanitation portfolio to ensure effective outcomes including review of complex and sensitive issues affecting program implementation.
- Manage program design, evaluation and risk processes as required
- Lead and manage the Unit's activities with the broader activities of the Development Cooperation program, including the effective management of the unit's competing priorities and strategic directions when achieving team planning and project outcomes
- Represent DFAT with high-level officials from government and implementing partners (particularly Bappenas/Public Works) on key policy and program issues
- Liaise and engage with partner government representatives on key policy and program issues
- Develop, engage, strengthen and maintain effective relationships with key internal and external stakeholders including other Australian Government agencies, donors, contractors, regional and multilateral organisations and civil society working in the water and sanitation sector
- Produce and deliver a range of high quality written materials and policy advice including briefing, correspondence, reports and minutes to inform of activity progress, emerging issues and key risks
- Oversee the management of a small team responsible for the delivery of the DFAT Water and Sanitation program objectives, including analysis and policy dialogue, teamwork priorities, performance indicators and performance management.
- Lead and build staff capability in a team environment through coaching others.

Qualifications/Experience

- A university degree (essential) and/or Masters (an advantage) and/or Doctorate (an advantage) in a relevant field.
- At least five years' relevant experience in managing development programs including those with very complex or sensitive nature
- Demonstrated professional/technical qualification or specialist expertise, knowledge or experience in infrastructure or associated discipline.
- Highly developed communication, negotiation, liaison and representation skills in written and spoken English (equivalent to IELTS score of 7 with no band less than 6.5 in any of the categories, or TOEFL score of 580) and Indonesian.
- Demonstrated experience working with the Gol and/or international donors is an advantage
- Strong analytical skills and knowledge of key issues in the infrastructure sector in the Indonesian context.
- Demonstrated ability to work autonomously under broad direction to resolve issues and deliver quality outcomes
- Demonstrated ability to identify priorities; provide high level policy advice to senior management; coordinate and undertake detailed or sensitive projects that impact on the strategic, political or operational outcomes of the section.
- Experience working closely in a cross cultural team environment to deliver against team objectives to tight deadlines.