



**Australian Government**

**AusAID**

## **TEAM LEADER – GOVERNANCE & PARTNERSHIPS VACANCY**

### **DEVELOPMENT COOPERATION**

The Australian Agency for International Development (AusAID) is responsible for the delivery of Australia's Development Cooperation Program to the Philippines. The Governance & Partnerships team plays a key role for coordinating mainstreaming efforts across the Philippines Program (public financial management, anti-corruption, human resource development, and research). AusAID is seeking a Team Leader which is an Overseas-based employee position.

#### **Selection Criteria**

Applications are invited from suitably qualified persons, with local nationals being encouraged to apply. Further details on job description and selection criteria for the position can be accessed under job vacancies at the website: <http://www.philippines.embassy.gov.au/mnla/aboutus.html>.

#### **Conditions of Contract**

The Position will be a full-time position, and offered on an ongoing employment basis. The successful candidate is expected to commence as soon as possible. The commencing monthly salary is at PhP131,140.00 with entitlements to leave, comprehensive health insurance and other conditions.

#### **Expressions of Interest**

Interested applicants must address the selection criteria (2-3 pages) and detail suitability to perform the duties of the position including personal qualities, experience, skills and knowledge. All applications should be forwarded to: **HR Manager, Development Cooperation Section, Australian Embassy, 23/F Tower 2, RCBC Plaza, 6819 Ayala Avenue, Makati City 1200** or [manila.recruitment@dfat.gov.au](mailto:manila.recruitment@dfat.gov.au) on or before **Monday, 3<sup>rd</sup> November 2008**. Please include a curriculum vitae, and two (2) work-related referral letters (preferably from current supervisor and addressing the criteria). Do not send copies of academic transcripts, awards, degrees, or published papers. Late or incomplete applications will not be considered.

Envelopes should be clearly marked "**TEAM LEADER / AUSAID**". Due to volume of applications, AusAID will only contact shortlisted applicants.

AusAID is an Equal Employment Opportunity (EEO) employer and maintains a smoke-free working environment.



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## **AusAID Manila Job Description and Selection Documentation Team Leader - Governance & Partnerships**

### **About AusAID**

AusAID advises the Government of Australia on international development policy and manages Australia's overseas aid program. AusAID's work contributes to a global commitment to achieve eight 'Millennium Development Goals' to:

- halve the number of people living in extreme poverty and hunger;
- ensure that all children receive primary education;
- promote sexual equality and give women a stronger voice;
- reduce child death rates;
- improve the health of mothers;
- combat HIV & AIDS, malaria and other diseases;
- make sure the environment is protected; and
- build a global partnership for those working in development.

With a head office in Canberra, and strongly complemented by its field offices around the world, AusAID works in close partnership with Australian and foreign government officials, international and multilateral organisations (including the United Nations, World Bank and Asian Development Bank), the private sector, non-government and community organisations, and civil society. AusAID has working relationships with many more companies and organisations who helped us design and deliver important programs of assistance.

### ***The Philippines Program***

Australia and the Philippines recently launched a new Development Assistance Strategy for the period 2007-2011. Under this strategy, Australian support will focus on supporting the Philippine Government's priorities of improving the prospects for economic growth, poverty reduction and national stability. In implementing this agenda, Australia will expand its support to initiatives involving infrastructure for growth, better health and education, improving leadership and governance, anti-corruption and performance incentives.

### **The Cross Program (Governance & Partnerships) Team**

The Cross Program (Governance & Partnerships) team is within the Economic Growth pillar of AusAID Manila office. The Cross Program (Governance & Partnerships) team is responsible for coordinating mainstreaming efforts across the Philippines Program (public financial management, anti-corruption, human resource development, research); delivering specific initiatives within these areas; supporting the World Bank partnership; and coordinating selected AusAID global/regional programs implemented in the Philippines.

### **Job Description**

The Position will have prime carriage of coordinating and integrating AusAID support for Public Financial Management (PFM) reform in a range of Philippine government agencies as well as strengthening AusAID's partnership with the World Bank. The position will involve engaging with internal and external stakeholders on issues and policies in relevant thematic areas (particularly on PFM), providing technical inputs into program design, delivery, monitoring and evaluation, undertaking strategic analytical tasks, leading coordination on selected issues across program pillars and overseeing the team members' activities.

The Position, under the direction of the Counsellor of Economic Growth pillar, will be responsible for undertaking the following duties, plus others as directed:

### **Policy and Program Development**

Initiates the development, formulation and review of policies, program approaches within Philippine Country Program Strategy thematic and cross-cutting areas by:

- Directing the strategic choices and stakeholder engagement on PFM reforms, anti-corruption and related capacity building priorities
- Contributing to country and program strategies and development of new initiatives
- Identifying, articulating and developing linkages across AusAID activities within the Program and with those of other donors' aid activities
- Gathering, analysing, and reporting relevant information for senior AusAID staff and external audiences
- Providing work unit support for the development and implementation of relevant regional and global programs

## **Program Management and Delivery**

- Lead coordination of activities within the Philippines Program in the fields of PFM, anti-corruption, human resource development and research, including supervision of development and management of selected initiatives in these areas
- Coordinate with AusAID Canberra on in-country implementation of relevant global and regional AusAID programs
- Negotiate with the World Bank on setting up the Umbrella Trust Fund for co-financed activities and coordinating monitoring and reporting on the UTF once activated
- Negotiate and liaise with counterparts regarding the development and implementation of aid activities and programs

## **Team Leadership**

Provide effective leadership and manage the efficient and effective utilization of resources to achieve program outcomes in accordance with relevant policies and procedures by:

- Developing individual work plans that are aligned with the Performance Development Planning process and taking responsibility for the achievement of team outputs
- Convening, leading and participating in teams working on a range of themes or tasks
- Supervising and mentoring team members through role modelling, providing performance feedback coaching, and on-the-job training
- Leading and participating in the recruitment process when required
- Providing oversight and endorsing work unit contributions to Business Unit Plan
- Ensuring clear information flows across teams to foster a culture that is conducive to the contestability of ideas and approaches
- Contributing to management committees established for policy discussion, decision-making and feedback

## **Representation and Liaison**

Strengthens relationships with development cooperation partners and stakeholders and contributes to raising awareness of the Australian Development Cooperation Program by:

- Liaising on strategic, operational and policy issues with stakeholders including partner governments, other donors, contractors, regional and multilateral organisations, and civil society on the development and delivery of aid.
- Liaising with AusAID Canberra senior officers, and other key agency officials
- Contributing to whole-of-government policy by building effective relationships across government agencies.
- Representing AusAID in meetings and relevant fora
- Preparing and/or delivering briefings, presentations and speeches (this may occasionally involve out of hours activities)
- Developing constructive relationships with partner government, other key agencies and development partners
- Establishing networking mechanisms to know what people are working in other regions

## **Capabilities**

## Experience

- Significant work experience in the development related field, including experience working and negotiating with senior government and donor agency officials;
- Demonstrated experience in leading teams in complex and cross-cultural environments;
- Demonstrated experience in program management and policy development;

## Knowledge

- Understanding and knowledge of development issues (particularly in the field of governance, public financial management, anti-corruption and human resource development) and relevant stakeholders (e.g. government agencies, non-government organisations and donors) in the Philippines,

## Skills and Attributes

- Shapes strategic thinking, in particular shows judgement, intelligence and common sense;
- Achieves results, in particular marshalling professional expertise and delivers on intended results;
- Cultivates productive working relationships, in particular nurturing internal and external relationships and effectively leads teams by guiding, mentoring, and developing staff and managing staff performance;
- Exemplifies personal drive and integrity, in particular displaying flexibility, resilience, self awareness, openness and commitment to personal development; and
- Communicates with influence by actively listening, communicating clearly and negotiating persuasively.

For more details on the skills and attributes required, please go to the APSC website <http://www.apsc.gov.au/ils/ilsel1profile.pdf> to review the capabilities listed in the Integrated Leadership System - Individual profile of EL1)

## Selection Criteria

**Important:** The Selection Criteria are used to assess an applicant’s suitability for a position. Applicants must provide a statement of claims addressing the selection criteria below. Statements should detail suitability to perform the duties of the position including personal qualities, experience, skills and knowledge relative to the selection criteria.

- Demonstrated experience in and knowledge of development issues in governance, public financial management, anti-corruption and human resource development;
- Demonstrated experience working and negotiating with senior government and donor agency officials;
- Experience in leading teams in complex and cross-cultural environments;
- Demonstrated skills in policy development and program management in the Philippine context;
- Ability to think & operate at a strategic level to contribute to the success of the Philippines Program; and
- Ability to deliver the identified capability requirements outlined above.

**NB:** All AusAID employees must demonstrate a commitment to the APS Code of Conduct and Values, as well as to workplace diversity, occupational health and safety and employee participation principles and have appropriate cross-cultural sensitivities.

Approved: ..... / /