



Australian Government
AusAID

Australian
AID 

VACANCY

The Australian Agency for International Development (AusAID) is the Australian Government agency responsible for managing Australia's overseas aid program. The fundamental purpose of Australian aid is to help people overcome poverty. AusAID focuses its effort in areas where Australia can make a difference and where Australian resources can most effectively and efficiently be deployed.

CORPORATE MANAGER

Duty Station: The Corporate Manager will be located in the AusAID office in Nepal.

Key responsibilities: AusAID's Corporate Manager will be responsible for ensuring that aid objectives are met through the provision of efficient, responsive and cost effective corporate management. These include administrative functions such as contracts, finance, IT, human resource systems and support services. The Corporate Manager, under the direction of the First Secretary Development Cooperation, will be responsible for undertaking the duties of managing corporate functions and ensuring service delivery excellence.

Key qualifications: Bachelor degree in business administration, business studies, development studies or public administration. Proven ability to independently manage corporate and administrative functions (including a minimum of five years of professional experience in managing corporate and financial matters). Ability to achieve individual, operational and organisational corporate objectives. Experience in finance, human resources, IT, property, personnel and/or contracts management is desirable. Experience in implementing financial, contract, people management legislation and policies is also desirable.

PROGRAM MANAGER

Duty Station: The Programme Manager will be located in the AusAID office in Nepal.

Key responsibilities: AusAID's Programme Manager will be responsible for ensuring that aid objectives are met through the efficient, responsive and cost effective management of development programs and policies. The Program Manager will be responsible for scholarships, volunteers and humanitarian activities under the direction of the First Secretary. They will be responsible for working in a team and managing policy and programmes, ensuring appropriate liaison, communication and partnership with key counterparts, contractors, stakeholders and Government officials.

Key qualifications: Bachelors qualifications in education, international development and social science. A minimum of five years of professional experience in managing development projects and programmes, including financial management is required. Demonstrated knowledge of Nepal's development, economic, political, social and environmental situation and ability to apply this in program management.

Interested applicants should apply with a complete **Personal Information Form.doc** form (available on ODC's website), an up-to-date CV, an application of no more than three pages addressing the position's selection criteria, and a cover letter mentioning the desired position in the subject line/envelope to the address below (hand delivery, by post or via email) no later than **February 29, 2012, 5:00 pm**. Emails/Envelopes not disclosing the desired position in the subject line and failure to attach Personal Information.doc form or application document will be rejected in the initial processing. Only short listed candidates will be contacted for further processing.

Prior to applying, applicants must refer to the detailed **job description, selection criteria and application method** posted at the following sites:

Australian Embassy website: www.nepal.embassy.gov.au
ODC website: www.odcincorp.com

Candidates unable to access the website may request these documents through email: hrd@odcincorp.com, or directly contacting ODC below.

AusAID is the Australian Government agency responsible for managing Australia's development cooperation program (further details at www.usaid.gov.au).

AusAID is committed to the principles of workplace diversity and strongly encourages women, people with disabilities and individuals from traditionally marginalised groups or areas to apply.



Organisation Development Centre (ODC)
Kupondole, Lalitpur
GPO Box 9875, EPC 443, Kathmandu, Nepal
Phone: +977 1- 5551979, 5551980
Email: hrd@odcincorp.com
Website: www.odcincorp.com