



AusAID Nepal
Job Description and Selection Documentation

CORPORATE MANAGER

About AusAID

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. This also serves Australia's national interests by promoting stability and prosperity both in our region and beyond. AusAID focuses its effort in areas where Australia can make a difference and where Australian resources can most effectively and efficiently be deployed.

Consistent with the Millennium Development Goals, AusAID's work is guided by five core strategic goals, these goals are:

- saving lives
- promoting opportunities for all
- sustainable economic development
- effective governance, and
- humanitarian and disaster response

Consistent with the strategic goals, the Australian aid program will also focus on 10 individual development objectives. These are:

- improving public health by increasing access to safe water and sanitation
- saving the lives of poor women and children through greater access to quality maternal and child health services (for example, skilled birth attendants and midwives) and supporting large scale disease prevention, vaccination and treatment
- enabling more children, particularly girls, to attend school for a longer and better education so they have the skills to build their own futures and, in time, escape poverty
- empowering women to participate in the economy, leadership and education because of the critical untapped role of women in supporting development
- enhancing the lives of people with disabilities
- improving food security by investing in agricultural productivity, infrastructure, social protection and the opening of markets
- improving incomes, employment and enterprise opportunities for poor people in both rural and urban areas, including the development of sustainable mining industries to boost overall economic development

With a head office in Canberra, 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 also has working relationships with private companies and non-government organisations who contribute to the design and delivery of programs of assistance.

The Nepal Program

The working objective of AusAID's program in Nepal is that *'All Nepalis have improved access to services delivered by an increasingly effective state'*.

The key elements of AusAID's program are:



Australian Government

AusAID



- A focus on poverty and addressing exclusion through effective targeting of those most traditionally marginalised
- Concentration on service delivery as the central theme for Australian support and a means to provide a peace dividend to all Nepalis
- To assist in strengthening the effectiveness and efficiency of the state.

AusAID's program in Nepal focuses on the sectors of: health; education; water, sanitation and hygiene; livelihoods/poverty alleviation; and public financial management.

About the Role

AusAID's Corporate officers are responsible for ensuring aid objectives are met through the provision of efficient, responsive and cost effective corporate management and administrative functions including contracts, finance, IT and human resource systems and support services.

JOB DESCRIPTION

The Corporate Manager, under the direction of the First Secretary, Development Cooperation, will be responsible for undertaking the following duties, plus others as directed:

Leading and managing the corporate function

Provides leadership and oversight of the corporate function in order to ensure the smooth running of AusAID's Nepal office. This includes:

- Ensuring provision of up-to-date workplace policies, procedures, and documentation in response to emerging workplace developments and to support effective program delivery, including implementation of people management policies rolled out by Canberra;
- Delivering a range of corporate management and general administrative functions (including human resources, information technology (IT), property, asset and records management, transport, security, OH&S, communications, public relations, etc) and also provide logistics for support for meetings, workshops, official visits;
- Contributing to the Post Management Team consideration of corporate policy, implementation and reporting issues;
- Overseeing the recruitment, training, retention and separation of overseas based staff in Nepal;
- Overseeing budget and financial management for AusAID's administration of its presence in-country;
- Overseeing the approval of payments and acquittals to support effective program delivery;
- Provide liaison support and technical advice on AusAID contracts, agreement and related procedures in relation to personnel and program management;
- Coordinate team and people related issues including performance appraisals, management of professional development, mentoring and provision of on-the-job training to other officers in Kathmandu.
- Providing troubleshooting of office management issues as identified by Post Management;
- Administering the selection process for the engagement of service providers and maintenance contractors in consultation with the Australia's Department of Foreign Affairs and Trade (DFAT);
- In coordination with AusAID Canberra, and under direction of the Post Management Team provide support on audit issues, development, implementation and review of the Risk and Fraud Management Plan (RFMP) and Business Continuity Planning;
- Managing the Service Level Agreement with DFAT, ensuring quality services are delivered as required; and



- Supervise and mentor the AusAID Kathmandu Program Assistant/Driver and casual driving staff.

Ensures service delivery excellence by

- Maintaining links with relevant people in AusAID's Corporate and Program Enabling Division in Canberra;
- Liaising and coordinating operational and policy issues in accordance with corporate/program requirements, with AusAID Nepal and Canberra officers, the Department of Foreign Affairs and Trade, partner government counterpart officials, and other development partners;
- Representing AusAID in meetings, and relevant fora;
- Preparing and delivering relevant briefings and presentations, as required;
- Establishing and strengthening professional networks; and
- Developing constructive relationships with colleagues, partner government, other key agencies and individuals.

Individual Characteristics

- Experience in finance, Human Resources, IT, property and personnel and program contracts management
- Demonstrated excellence in written and oral communication using a variety of media in a variety of fora.
- Understanding of Australian Public Service financial, contract, and people management legislation and policy is desirable

Capabilities

The Corporate Manager should adhere to the O-Based Employment values and code of conduct, and display the following capabilities:

- Supports AusAID planning and strategic thinking
- Achieves results
- Cultivates productive working relationships
- Exemplifies personal drive and integrity
- Communicates with influence

Selection Criteria

Important: *The Selection Criteria are used to assess an applicant's suitability for a position. Applicants must provide a statement of claims, not exceeding three pages, 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.*

ESSENTIAL SELECTION CRITERIA

1. Proven ability to independently manage corporate and administrative functions, to achieve individual, operational and organisational objectives (including a minimum of five years of professional experience in managing corporate and financial matters).
2. Strong verbal and written English communication skills and the ability to prepare appropriate formal documents in accordance with Australian government guidelines, standards and protocols.
3. Excellent skills with Excel, Word and other Microsoft suite programs (including ability to manage and report on finances and corporate functions) and proven ability to use an intranet and research on the internet.



4. Bachelor qualifications in a relevant field;
5. Demonstrated understanding of and commitment to customer service and securing long term benefits for the client or stakeholder.
6. Demonstrated capacity to understand business environments and systems and to analyse and assess situations in order to formulate potential course of action to achieve objectives.
7. Ability to work as an effective member of a team and build strong relationships with colleagues across the region and in Canberra.
8. Capacity to represent the organisation's interest in consultations and negotiations with other parties.

DESIRABLE SELECTION CRITERIA

1. Postgraduate qualifications in a relevant field from a reputable University;
2. Knowledge of Nepal's development, economic and political situation and Nepalese language skills
3. Knowledge of the Australian Government's aid policy and programs.

Location

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

Application Method

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.

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:

Organisation Development Centre (ODC)

GPO 8975 EPC 443, Kathmandu, Nepal

Phone: (977-1) 5551979, 5554063

Email: hrd@odcincorp.com

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

AusAID strongly encourages women, people with disabilities and individuals from traditionally marginalised groups or areas to apply.