



## AusAID Nepal Job Description and Selection Documentation

### PROGRAM 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:



- 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 Program Managers are responsible for ensuring aid objectives are met through the efficient, responsive and cost effective management of development activities and policies and working in partnership with key counterparts, stakeholders and Government officials.

### **Job Description**

The Program Manager for scholarships, volunteers and humanitarian, under the direction of the First Secretary will be responsible for undertaking the following duties, plus others as directed:

#### **Policy and Program**

- Overseeing financial administration of activities to achieve compliance with AusAID budgetary and system requirements;
- Assisting in the development, formulation and review of policies, and program approaches;
- Managing and contributing to design, appraisal and evaluation of projects;
- Developing and maintaining constructive relations with partner government, other key agencies and development partners;
- Negotiating and liaising with appointed implementers/partners (e.g. managing contractors, GoN, development partners and other partner organisations) on current programs, projects and initiatives;
- Providing advice to Post Management Team on program level operational issues and strategic direction of thematic areas;

#### **Communication and Liaison**

- Undertake policy engagement/liaison/negotiation with Nepalese government officials, development partners, consultants and contractors, AusAID central office staff, other donors, NGOs and sector stakeholders relevant to areas of direct responsibility. Represent AusAID in relevant forums;
- Assist in supporting the Whole of Government approach to development, including building effective relations with the Department of Foreign Affairs and Trade staff at the Embassy;
- Achieve and maintain a high level of effective and efficient communication and ensure sound team work outcomes within area of responsibility and between the Post, counterparts in Canberra and other internal AusAID stakeholders;
- Prepare English language written outputs of all levels of complexity, including reporting cables, briefings, speeches and media releases. Undertake research and analysis and prepare factual and analytical reports.

#### **Leadership, Management and Team Work**

- Lead development, management and review of Australian aid program activities in Australian scholarships, volunteers, humanitarian and other sectors as required.



## Capabilities

The Program 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. A minimum of five years of professional experience in managing development projects and programs, including financial management;
2. Bachelor qualifications in a relevant field (e.g. development studies);
3. Strong verbal and written English communication skills and the ability to prepare appropriate formal documents in accordance with Australian government guidelines, standards and protocols.
4. Ability to work both independently and as an effective member of a team and build strong relationships with colleagues across the region and in Canberra.
5. Demonstrated knowledge of Nepal's development, economic, political, social and environmental situation and ability to apply this in program management;
6. Demonstrated ability to contribute to the strategic direction within an organisation;
7. Demonstrated ability to analyse, interpret and provide input to policy development; and
8. 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.

### DESIRABLE SELECTION CRITERIA

1. Postgraduate qualifications in a relevant field (e.g. social sciences, education, international development) from a reputable University;
2. Nepalese language skills
3. Experience in managing large scholarships, volunteers and other personnel intensive program a distinct advantage;
4. Knowledge of the Australian Government's aid policy and programs.
5. Experience in managing implementing contractors
6. Knowledge and experience in monitoring and evaluation

### LOCATION

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



Australian Government

AusAID



## 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](http://www.nepal.embassy.gov.au)

ODC website: [www.odcincorp.com](http://www.odcincorp.com)

Candidates unable to access the website may request these documents through email: [hrd@odcincorp.com](mailto: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](mailto: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.***