



Australian Government

AusAID

Thank you for your interest in the advertised employment opportunity with AusAID.

Please find attached the:

- Applicant information package; and
- Position description and selection documentation.

For the position of:

**Education Program Director
(Executive Level 2)**

In order to give the selection committee the necessary information to process your application further, you should frame your application taking into account the instructions contained in this package. If, after reading the attached documentation, you require further information please contact the Human Resources Branch on (02) 6206 4523.

The closing date is **22 March 2010**.

Yours faithfully

Recruitment and Placements Unit

Information to prospective applicants wishing to apply for employment opportunities with AusAID

You should read the following information package before submitting an application.

The primary purpose of an application is to provide sufficient relevant information about your work history, experience and education to allow a Selection Committee to decide whether you should be further assessed for the position(s). This is the first step of the selection process. Although it will not solely determine whether you are successful, an application does convey important information about you and about your suitability for the position(s). Therefore it should be an organised information paper written with the requirements of the Selection Committee in mind.

Preparing your application

You should include in your application:

A curriculum vitae (resume) of no more than three pages. Your curriculum vitae should:

- cover relevant work history
- list your work and education history in chronological order, starting with the most recent examples
- not include personal details such as marital status or religion
- only include interests/hobbies if they demonstrate personal achievements or relate to the selection criteria

A statement (no more than two pages total) in support of your application, using the selection criteria as headings, to describe how you consider yourself suitable against each of the selection criteria by providing relevant examples from work, study or community roles. Applicants should ensure that they address **all** of the prescribed selection criteria.

When writing your application:

- **DO** be concise. The Selection Committee will **not** look favourably on applications which are excessive in length and give great detail about duties performed many years ago that are not relevant to the position(s) you are applying for. Dot points may be used.
- **DO** comment on the extent your claims match the selection criteria.
- **DON'T** submit an application that has a font size smaller than 10 point (12 point is the recommended font size).

Referee Reports

Written referee reports are not required to be submitted at the time of application, although applicants should ensure that the names and contact details of two referees are supplied in your application (usually these are listed at the bottom of the curriculum vitae (resume)). The Selection Committee will advise when written reports are required. In most circumstances, written referee reports will only be requested from applicants shortlisted for interview.

Shortlisting

Shortlisting of applicants would be expected to commence soon after the closing date for applications. **All** applicants will be notified of the outcome of the shortlisting process. The timeframe for shortlisting will depend on the size of the field, and may take several weeks to complete. The Selection Committee will shortlist applicants against the selection criteria and only those applicants who demonstrate the strongest claims will be selected for interview. Applicants not selected for interview will be notified in writing or via email. Applicants should note that your availability to commence with AusAID will not be used for the purposes of shortlisting.

Availability for interview

As an applicant, you will be considered available for interview from the date applications close, unless you advise otherwise. It is expected that overseas and interstate applicants will be interviewed by telephone in the first instance. The Selection Committee will give you a minimum of three days notice before your interview. Upon notification of your selection for interview, you should advise the Selection Committee of any special requirements you may have eg wheelchair access.

After the interview

All applicants interviewed will be advised of the outcome in writing or via email. You may request feedback from the Selection Committee regarding your candidacy for the position(s).

Selection

AusAID's staff selection process is governed by the merit principle. The merit principle requires that selections are based on abilities, qualifications, experience and standard of work performance as reflected in the selection criteria and preclude discrimination on the basis of age, gender, race or sexual preference.

Security Requirements

The duties of this position will require a security clearance. To obtain the required level of clearance, you must be an Australian citizen. Before commencing duty, the Agency will determine your suitability for access to classified material, having regard to all relevant information, including any assessment by ASIO. The security clearance process may take in excess of two months to complete.

Lodging your application

AusAID requires electronic lodgement of applications. Applications submitted in hard copy or by facsimile will **not** be accepted.

It is essential that you lodge your full application* online at www.ausaid.gov.au/recruit. The Job Application Cover Sheet, which you complete as part of the online application process, forms part of your application and therefore you are required to complete the declaration stating that the contents of your application are true and correct.

*Please note that your full application consists of your claims against the selection criteria, your curriculum vitae (resume) and any covering letters contained in **one** Microsoft Word document. Only **one** document can be uploaded.



Australian Government

AusAID

Port Moresby, Papua New Guinea

Job Description and Selection Documentation

**Education Program Director
Executive Level 2 (18 month term, non-ongoing)**

\$103,988 to \$117,105

An attractive package of allowances will be offered additional to salary

Job Number: 423

We are looking for people to join our Agency. We aim to get the right person into the right role.

For more information, please visit our website www.aisaid.gov.au

About AusAID

AusAID advises the Government on international development policy and manages Australia's overseas aid program which comprises both international development and humanitarian responses. 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 that help us design and deliver important programs of assistance.

Given Australia's geographic location, our assistance is primarily provided to the Asia-Pacific region with large programs of assistance in:

- Papua New Guinea
 - Indonesia
 - Solomon Islands
 - Other Pacific Island Countries (including Fiji, Vanuatu, Samoa, Kiribati and other small island states)
 - East Timor
 - Philippines
 - South East Asia (including Vietnam, Cambodia, Laos and Burma)
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Significant assistance is provided to countries and regions in South Asia, North Asia, Middle East, and Sub-Saharan Africa. AusAID also responds on behalf of the Australian Government to emergencies and disasters that occur in developing countries.

AusAID's People

People who work in AusAID help to reduce poverty in developing countries. They implement government policy and formulate strategies aimed at making genuine and sustainable improvements in people's lives. By working in partnership with Australian and foreign government officials, international bodies, the private sector, community organisations and civil society, people in AusAID may help to improve the quality of people's lives in developing countries now and for generations to come.

AusAID in PNG

Australia's aid program to PNG is arguably Australia's largest with any country, reflecting the close ties between these two old friends. Australia is also far and away the largest development partner in PNG. This year's program is worth \$A414.3 million, of which \$A377.4 million is bilateral assistance.

A key component of the program is the PNG-Australia Partnership for Development. Signed last year by Prime Ministers Rudd and Somare, the partnership means mutually agreed commitments which work towards the specific targets of the Millennium Development Goals - better access to markets and services through improved infrastructure; faster progress towards universal basic education; improved health outcomes; more effective delivery of public services; and better statistics, so that we will know whether we are getting results across PNG. This is a common-sense approach geared towards poverty alleviation in PNG.

More broadly Australia's multi-sector program is increasingly working through and strengthening PNG Government systems with a keen focus on working at the provincial level where services are delivered.

About AusAID's Education Program in Papua New Guinea

AusAID's education program in PNG includes support for primary, secondary and higher education (university and technical education); research and scholarships. Future directions will be guided by two schedules under the PNG/Australia Partnership for Development addressing basic education and higher education (both IVET and University level education).

To date, AusAID's focus on basic education has been on the construction of school buildings and community engagement through the Basic education Development Project, and on teacher training, curriculum reforms and administration strengthening through the Education Capacity Building Program. AusAID is developing a new program of support, in line with Partnership for Development's basic education schedule, to support and strengthen PNG's education Sector Wide Approach (SWAp). The SWAp is implementing the National Education Plan and PNG's Plan for Universal Basic Education (UBE). A key target set out in both PNG's UBE Plan and the PNG/Australia Partnership for Development is to raise the net enrolment rate of 6 to 14 year olds from 53% to 70% by 2015.

Under the Partnership for Development, it has been agreed to jointly develop a schedule focusing on higher education (universities and technical education), setting out the policy and resource commitments of both Governments towards agreed targets, and an implementation plan to progress an expanded support program.

Universities currently receive assistance under the Pacific Public Sector Capacity Building initiative, providing funding for external assessments, seminars, training, ICT and advisory support. AusAID is developing a new program to support Higher Education, to be implemented in 2010. It is likely to include an enhanced scholarship program, and greater Australian support for universities and research. Currently, primary support for research is through the health sector program and funding for the National Research Institute.

Around 140 scholarships are offered each year under the auspices of the Australian Development Scholarships (ADS) and the Australian Leadership Awards. Over 1,000 Papua New Guineans have had the opportunity to study in Australia since the inception of ADS in 1998.

The education program is also contributing to the implementation of AusAID's disability and HIV/AIDS strategies in Papua New Guinea.

Job Description

The Education Program director will be responsible for the overall development, management and performance assessment of AusAID's Education program in Papua New Guinea. Duties will include:

1. In collaboration with the Education Advisor, provide advice and strategic direction to AusAID PNG Senior Management on all policy, design, planning, performance assessment and reporting aspects of the program.
2. Manage a team comprising Australian public servants, Papua New Guinean professionals and international advisers, an annual budget allocation and a set of program management contracts in order to meet agreed Papua New Guinean and Australian education sector objectives.
3. Undertake high-level liaison and negotiation with PNG ministers, senior bureaucrats and education and civil society leaders about program policy issues and direction, and participate in program coordination meetings with senior PNG Government and other stakeholder representatives.
4. Engage with a range of development partners including the PNG Government, PNG and Australian higher education institutions, business and industry, civil society groups and Australian Government agencies to facilitate strong partnerships and enhance coordination.
5. Analyse and report on key strategic issues relevant to the Education program, including government policy, education and development issues, and their implications for Australia's support for the education sector in PNG.
6. Manage the program ensuring compliance with AusAID's quality assurance processes.

Eligibility/Other Requirements

Applicants must be Australian citizens.

This is a security assessed role and you will be required to either have, or be able to obtain, an Australian Government security clearance at Top Secret level.

Experience in international development in the education sector is required, preferably working in support of sector wide or other broad programmatic approaches in low-middle income country contexts.

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.

1. Executive level experience in policy development and program management, including budgets, in a public sector or similar environment.
2. A successful track record in managing multi-disciplinary teams in an international environment.
3. Excellent interpersonal skills in a cross-cultural environment with experience in consultative and facilitative approaches.
4. A strong knowledge of development issues in primary, secondary and higher education and awareness of current international best practice in education program delivery.
5. Sound awareness of current international thinking on aid effectiveness principles.

NB: All AusAID employees 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.
