



## **DUTY STATEMENT**

### **PUBLIC AFFAIRS MANAGER, JAKARTA**

POSITION NUMBER :  
DEPARTMENT : AusAID  
POST : Jakarta  
SECTION : Development Cooperation Section  
LOCAL DESIGNATION : Senior Program Manager - Broadband SPM  
IMMEDIATE SUPERVISOR : Australian-based Officer

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#### *About AusAID*

AusAID advises the Australian Government on international development policy and manages Australia's overseas aid program. AusAID's work contributes to a global commitment to achieve the Millennium Development Goals which seek 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
- build a global partnership for those working in development.

Australia's development assistance is primarily provided to the Asia-Pacific region, with support also 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 head office is in Canberra and is strongly complemented by its field offices around the world, including in Jakarta. 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. We also work with many more companies and organisations which help us design and deliver important programs of assistance.

## *About the Indonesia development assistance program*

The development assistance program to Indonesia is Australia's largest and the Australian and Indonesian Governments are committed to working together to alleviate poverty and promote regional peace, stability and prosperity. The program is branded as the Australia Indonesia Partnership, reflecting that Australia's development assistance is delivered in line with Indonesia's priorities and that Australia works in partnership with Indonesia at the national, provincial and district levels to improve service delivery and systems. The program is delivered in Jakarta (and several Indonesian field offices), with policy, coordination and performance managed from Canberra.

The Indonesia Group has a Public Affairs Unit that develops and implements communication strategies to support AusAID and the Australian Government's communication objectives by providing information and fostering support for the development assistance program in Indonesia. The Australian Government is committed to engaging Australian audiences on the importance of Australia's aid program, while public affairs at post supports program implementation and public diplomacy.

The Public Affairs Unit provides public affairs support and advice to the Indonesia program in Indonesia and Canberra, AusAID's corporate Communication Section, and to the Foreign Minister and Parliamentary Secretary for International Development Assistance through their offices, including on the management of media issues. The unit liaises with and provides information to key stakeholders in Indonesia and Australia through the media, community engagement strategies, publications and the AusAID internet site.

### **Job Description**

The Public Affairs Manager, Jakarta will be responsible for managing public affairs in Indonesia, including managing a small team of public affairs officers. A Public Affairs Manager is based with the program in Canberra to manage public affairs for Australian audiences and develop the multi-year public diplomacy plan in line with the Australia Indonesia Partnership Country Strategy. These roles are jointly responsible for delivery of the public affairs program and work closely together.

You will have a range of responsibilities under the general direction of the Chief Operating Officer, including:

- contributing to the development of the multi-year public diplomacy strategy for the Indonesia program and developing, implementing and evaluating annual public diplomacy plans, in coordination with the Public Affairs Manager, Canberra

- providing public affairs support and advice in an original, creative and professional manner, including managing media issues and enquiries, managing events including high level visits, organising proactive media coverage and contributing to disaster responses
- monitoring good and emergent public affairs practices, particularly in the development sector, and providing strategic advice to management and staff to support the delivery of the Indonesia program
- managing a team that researches, prepares, writes and edits a range of public affairs materials, such as media releases, talking points, publications and electronic media, and undertaking these tasks
- managing, leading and developing a team of public affairs staff and fostering teamwork with the Public Affairs Manager Canberra, program staff, DFAT staff at post particularly the public affairs team, and corporate communication staff
- developing and maintaining effective liaison with international, national and regional media representatives, particularly with Australian foreign correspondents in Indonesia
- implementing and advising on public affairs with other government departments, the Government of Indonesia, managing contractors, other donors and non-government organisations, as required
- managing a budget and contracts.

## **Eligibility/Other requirements**

The duties of this position will require a security clearance at Secret level. To obtain this level of security clearance, you must be an Australian citizen. The Agency will determine your suitability for access to classified materials, having regard to all relevant information, including any assessment by ASIO. Qualifications and/or extensive experience in public affairs/media are required. Bahasa language skills would be beneficial.

## **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. Demonstrated experience in public affairs and/or the media and a strategic and innovative approach to developing, implementing and evaluating public relations and communication strategies, including an ability to generate publicity and manage the media

2. Highly effective communication, negotiation and representation skills, and strong writing and editing skills
3. Effective leadership and management skills (including change management)
4. Knowledge of Australia's International Development Cooperation Program, and of key economic, political, social and cultural issues in development assistance
5. Judgment, flexibility, responsiveness, ability to work in a cross-cultural environment, ability to work under pressure, set priorities, meet deadlines, and a demonstrated ability to deliver outcomes and motivate co-workers.

***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.

## **Others**

Your application should include:

- A curriculum vitae (resume) of no more than 2 pages
- A statement (no more than half a page per criterion) in support of your application, briefly describing how you consider yourself suitable against each of the selection criteria, using the Selection Criteria as headings.
- The names, addresses and phone numbers of at least two referees. Should you be successful in gaining an interview, the Selection Committee may require you to obtain referee reports from current and former supervisors who are able to comment on your work performance.

Starting monthly salary for the position will be in the range of Rp 46,012,299. Applications may be directed to **Recruitment Officer** at the following email address: [hrindo@ausaid.gov.au](mailto:hrindo@ausaid.gov.au).

Please include the following title in the subject line **Reference : Public Affairs Manager**. All applications should be lodged by **Saturday, 9 August 2008**. Only shortlisted applicants will be notified.

For further information on this position, please contact Louisa Cass, Public Affairs Manager, Indonesia Group on 0812 108 3816 from Monday, 28 July 2008. For more information on AusAID as well as the staffing package for successful candidates, please visit our website <http://www.indo.ausaid.gov.au>