



Australian Government

AusAID

DUTY STATEMENT

PROGRAM MANAGER

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

The Program Manager is responsible for the management and monitoring of activities delivered under the Indonesia Aid Program. Under the direction of an Australian-based Officer, Program Managers will:

- Manage contracts – this will include minor contract variations, low level dispute resolution and contractor performance assessment
- Monitor activities - including day to day administration, assessing reports, conducting monitoring visits, liaising with counterparts and Australian Managing Contractors, organizing and attending Project Coordination Committees, preparing Activity Monitoring Briefs and conducting activity evaluations
- Manage the day to day financial aspects of contracts including the maintenance of the financial management system (AidWorks)
- Maintain a dialogue and effective relations with key counterparts including government departments/agencies, other donor agencies, non-government organisations, and Australian and Indonesian project staff on matters related to project planning, implementation and policy development
- Maintain a good understanding of issues and developments relating to sectors of responsibility
- Provide input into the development of program policy, strategies and the operational pipeline (including the conduct of research and analysis)
- Provide input into activity identification and design
- Participate in the tendering of contracts
- Work closely with the Program Officer to ensure the maintenance of databases, files and reference materials
- Work with the Program Officer to arrange programs for visiting missions, and escort visiting missions when necessary
- Undertake representational duties for AusAID as required.
- Provide guidance to Program Officers as required.
- Undertake other duties as directed.

Australian Agency for International Development

AUSTRALIAN EMBASSY JAKARTA

Jl. H.R. Rasuna Said Kav. C15-16, Jakarta Selatan 12940, Indonesia

Telephone: 62 21 2550 5556 Fax: 62 21 2550 5582

<http://www.indo.ausaid.gov.au>

SELECTION CRITERIA

Essential

1. Sound project management skills and experience including an ability to work under pressure and to meet deadlines
2. Liaison skills of a high order
3. Well developed research and analytical skills
4. Fluency in written and spoken English.
5. Proficiency in written and spoken Bahasa Indonesia.
6. Ability to work as part of a team
7. Computing skills relevant to the position
8. Tertiary qualifications in a relevant field

Desirable

1. Previous equivalent work experience with international agencies (including NGOs) involved in development work
2. A high level understanding of the public sector and other development stakeholders in Indonesia.

Others

Starting monthly salary for the position is Rp 14.976.034,00.

Applications may be directed to **Recruitment Officer** at the following email address: hrindo@ausaid.gov.au. Please include the following title in the subject line **Reference : Program Manager**. All applications should be lodged by **Saturday, 9 August 2008**. Please note that no phone call inquiries will be taken and only shortlisted applicants will be notified.