



Australian Embassy,
Jakarta

OFFICE CIRCULAR

Distribution : All Staff

Date : 9 February 2012

Subject : IMMEDIATE VACANCIES

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**VACANCIES: Locally Engaged Staff - Program Support Officer - One position - DAFF
Makassar**

Applications are invited for the above positions in the DAFF section of the Australian Embassy, Jakarta. The position is a full time, fixed term position, of between one (1) to three (3) years, with an immediate commencement date required.

2. The duties of the positions and selection criteria are listed in the attached document. The successful applicants will meet the selection criteria as detailed in the attached. Applicants should ensure their application includes comments on how they meet each of the selection criteria and should be no longer than three (3) typed A4 pages. Applicants should also include a copy of their curriculum vitae (resume), and details of two referees who may be contacted if necessary. Applications which do not address the selection criteria will not be considered for interview.

3. A monthly salary of 8,205,681 plus 15% leave loading will be offered to the successful applicants, dependent upon qualifications, relevant experience and demonstrated skill.

4. Applications should be directed to Mr Yulius Siahaan, Training and Recruitment Officer at the following email address: jakartajobapplications@dfat.gov.au, with subject: **Program Support Officer position - DAFF - Makassar** before close of business 16.00 hours on 23 February, 2012. Please note that no phone call inquiries will be taken and only short-listed applicants will be notified.

Justin McPhillips
Minister Counsellor (Management)

AUSTRALIAN EMBASSY JAKARTA DUTY STATEMENT	Date : 09 February 2012	Position No. TBA
	Designation and Classification:	LES / BB 3
	Local Designation: Makassar	EID Program Support Officer
Department	DAFF	
Section	DAFF	
Branch	Australian Embassy, Jakarta - working from Makassar	
Continuing, Fixed Term or Part Time	Fixed Term	
Immediate Supervisor	Senior Veterinary Advisor - Makassar	
No. of subordinates	N/A	
Highest subordinates	N/A	

Background

The Australia Indonesia Partnership for Emerging Infectious Diseases – Animal Health Program 2010-2014 (AIP-EID) is a government-to-government program that assists Indonesia strengthen its animal health systems and veterinary services.

The prime objective is to support the rapid detection and control of emerging infectious diseases (EID), though improvements will more broadly applicable to the animal health system as a whole.

The Australian Department of Agriculture, Fisheries and Forestry (DAFF), through the Office of the Chief Veterinary Officer, will manage the AusAID-funded program.

Duty Description

Under the direction of the Senior Veterinary Advisor in Makassar, the Program Support Officer will support the implementation of the AIP-EID Animal Health program, which includes the following duties:

1. Provide and co-ordinate operational, administrative and logistic support to program planned activities, events and field operations in South and West Sulawesi,
2. Represent the AIP-EID program as required with stakeholders and partner organisations including provincial and district authorities, livestock services departments, local and village authorities, livestock industries and other international organisations operating in South and West Sulawesi
3. Provide interpretation and translation as required by the program;
4. Provide input into reporting in line with DAFF requirements;
5. Effectively liaise and collaborate with other DAFF EID program team members in Indonesia and Australia on all aspects of program implementation;
6. Conduct other duties as required.

Duty representing highest function : 1, 2 and 3.

Location: Makassar - one (1) position

Qualifications:

- University graduate in administration, public service, rural development or a relevant subject;
 - Strong experience in administration and logistics matters for the implementation of development program, including administrative support of workshops, training activities or similar, finance and procurement experience;
 - Experience with an International development program, and/or with programs targeting technical, agriculture, health or rural development highly regarded. Experience working or liaising with local government in Indonesia is preferred;
 - Ability to work with individuals from different cultural/national backgrounds, good interpersonal and communication skills; and proven ability to work effectively within a small team;
 - Ability to manage priorities and workload within general schedule of work, instructions and standardised practices;
 - Fluency in Bahasa Indonesia and a strong command of written and spoken English and experience in interpretation/translation highly regarded;
 - Good memo composition and editing skills;
 - Proficiency in MS Office, particularly Word, Excel, and PowerPoint.
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SELECTION CRITERIA

Local Designation : EID Program Support Officer

Classification/Grade : BB3

Position number :

Section : DAFF

Description:

1. Supports the strategic thinking of the program and identifies broader factors, trends and influences that may impact on team work objectives. Considers the ramifications of issues and longer-term impact on own work and work area;
2. Achieves results and establishes clear plans and timeframes in line with program implementation. Responds in a positive and flexible manner to change and uncertainty. Shares information with others and assists them to adapt;
3. Establishes and maintains working relationships builds on and sustains positive relationships with team members, stakeholders and partners. Proactively offers assistance for a mutually beneficial relationship and anticipates, and is responsive to partner and stakeholder needs and expectations;
4. Displays personal drive and integrity and takes responsibility for meeting objectives and progressing work. Shows initiative and ensures goals are achieved;
5. Communicates with influence and can communicate effectively in Indonesian and English, both orally and in writing. Indonesian language and written skills must be of a high standard. Confidently presents messages in a clear, concise and articulate manner and focuses on key points and uses appropriate, unambiguous language. Selects the most appropriate medium to convey information;
6. Demonstrates professional or technical proficiency and has a good knowledge of the Indonesian Government system;
7. Strong administrative skills.



AUSTRALIAN EMBASSY
JAKARTA

Addressing the Selection Criteria

- Outline your skills and abilities that relate to the criterion you are addressing.
 - Do not simply address the criterion by saying that you possess the required skills but highlight your skills, experiences and achievements. Describe how you utilise these skills and provide examples.
 - Think broadly and diversely when addressing the criterion. For example: if the criterion relates to an employer seeking a person with good communication skills, think about the different forms of communication (in person, in writing, over the telephone and communicating with persons from different ethnic backgrounds/cultures, language barriers, non verbal communication skills etc).
 - Make sure that your response is clear, succinct and concise. Remember, there is no need to impress by providing an overly complicated response that the employer is will have trouble interpreting.
 - Use positive action words.
 - Ensure that your response to each criterion is no longer than half a page.
 - Run a spell check on your computer before anyone sees your application.
 - Do a grammar review.
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