



Australian Embassy,
Jakarta

OFFICE CIRCULAR

Distribution : All Staff

Date : 9 February 2012

Subject : IMMEDIATE VACANCIES

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**VACANCIES : Locally Engaged Staff - Technical Training Specialist - 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 starting monthly salary of 14,186,152 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: **Technical Training Specialist - DAFF** 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)

	Date : 9 February 2012	Position No.TBA
AUSTRALIAN EMBASSY JAKARTA DUTY STATEMENT	Designation and Classification:	LES / BB 4 - one position
	Local Designation:	AIP-EID Technical Training Specialist
Department	DAFF	
Section	DAFF	
Branch	Australian Embassy, Jakarta - Positions working from Makassar	
Continuing, Fixed Term or Part Time	Fixed Term Contract – of between 1 to 3 years	
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 Makassar, the Technical Training Specialist will support the implementation of the AIP-EID Animal Health program, which includes the following duties:

1. Review and analyse existing training materials relevant to the subject matter that are available within the Indonesian government, and other organisations.
2. Establish and facilitate regular meetings of technical training working groups involving all levels of the Indonesian Government, including National, Provincial and District representatives.
3. Provide high level technical and training support through technical working groups including the drafting, developing and testing of technical training modules.
4. Design and deliver train-the-trainer training for technical working group members where required.
5. Assist with facilitation of workshops and meetings related to the development of training materials.
6. Other related duties in this field as required.

Qualifications:

- Formal qualifications in education, adult education or a related discipline, and/or at least 10 years training experience in a technical, agricultural, government or development field
- Technical animal health background, preferably a veterinarian
- Experience in the development of structured training modules, including participatory training methods
- Experience working with Indonesian Government staff and systems
- Experience in facilitating workshops, seminars and technically based meetings
- Well developed Indonesian language both written and oral communication

Duty representing highest function : 1, 2 and 3.



SELECTION CRITERIA

Local Designation : Technical Specialist Trainer

Classification/Grade : LES

Position number :

Section : DAFF - working from Makassar

Description:

1. Demonstrated ability to develop structured, effective training modules which incorporate participatory training methods, training methods suitable for adult learners, and gender and social mainstreaming principles. Contributes own expertise and relevant technical skills/knowledge to achieve outcomes.
2. Demonstrated ability to effectively facilitate workshops, seminars and technical meetings.
3. Demonstrated ability and commitment to complete tasks to a high degree within identified timeframes.
4. Experience and knowledge working with Indonesian government staff and systems, particularly provincial and district government departments.
5. Cultivates productive working relationships: Proven ability to build and sustain positive relationships with colleagues and internal and external stakeholders.
6. Well-developed Indonesian language written and oral communication skills, English language ability highly desirable.



**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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