



Australian Embassy,
Jakarta

OFFICE CIRCULAR

Distribution : All Staff

Date : 20 June 2014

Subject : IMMEDIATE VACANCY

No : HR011 / 2014

File No: JAD14/38383

VACANCY: (LE6) Red Meat and Cattle Partnership Program Manager

Applications are invited for the above position in the Indonesia-Australia Partnership on Food Security in the Red Meat and Cattle Sector in the Department of Agriculture of the Australian Embassy, Jakarta. The position is a full-time fixed-term (2 years) position with an immediate commencement date required.

2. The duties of the position and selection criteria are listed in the attached document. The successful applicant must meet the selection criteria as detailed in the attached. Applicants should ensure their application includes comments on how they meet each 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 in the amount of IDR 24,302,192 will be offered to the successful applicant dependent upon qualifications, relevant experience and demonstrated skill.

4. Applications should be directed to Yulius Siahaan, HR Supervisor (Training and Recruitment) at the following email address: jakartajobapplications@dfat.gov.au with subject: **Program Manager (Red Meat & Cattle)** by 4 July 2014 the latest. Please note that no phone call inquiries will be taken and only short-listed applicants will be notified.

Justin McPhillips
Senior Administrative Officer

Position number	TBA
Title	Red Meat and Cattle Partnership Program Manager
Classification	LE6
Division/Post/Section	Department of Agriculture
Reports to (title)	Minister- Counsellor (Agriculture)

About the Department of Agriculture

The Department of Agriculture leads the development of policy advice and provides services to improve the productivity, competitiveness and sustainability of agriculture, fisheries, forestry and related industries as well as to help people and goods move in and out of Australia while managing the risks to the environment and animal, plant and human health.

The Department of Agriculture aims to enhance the sustainability, profitability and competitiveness of Australia's agriculture, food, fisheries and forestry industries.

About the Department of Agriculture – Jakarta

Department of Agriculture at post currently consists of five Australian based staff (A-based) and more than 20 local personnel (O-based). The Department facilitates trade in agricultural products, provides advice on the Indonesian market, builds relationships with the Indonesian government and industry groups, and manages capacity building programs in agriculture, fisheries and forestry.

About the Partnership

At the 3rd Annual Australia-Indonesia Leaders' Meeting, held on 5 July 2013 in Bogor, Leaders announced the establishment of a joint government/industry red meat and cattle forum. The forum, to be named the Indonesia-Australia Partnership on Food Security in the Red Meat and Cattle Sector (the Partnership), will provide a bilateral mechanism to bring together government officials from Indonesia and Australia, and the business and investment community, and relevant stakeholders associated with the red meat and cattle sector.

The purpose of the Partnership is to synergize Australian and Indonesian strengths and potential in order to develop the Indonesian beef industry and improve joint competitiveness and prospects for long term investment and trade in red meat and cattle in Indonesia. The Partnership will function as a high level industry-government body, providing strategically focused advice and recommendations on areas of priority investment and agricultural cooperation, aimed at;

- Underpinning Indonesia's food security by improving the long-term sustainability, productivity and competitiveness of Indonesia's cattle sector,
- Strengthening Indonesia – Australia bilateral business, investment and trade ties, and supporting closer engagement with the red meat and cattle sector,
- Supporting the bilateral exchange of expertise, capacity building and technical assistance related to the red meat and cattle sector,
- Building and improving understanding, and the effectiveness and efficiency of cooperation between parties by establishing regular meetings between governments and the red meat and cattle industry from both Indonesia and Australia.

Advice and recommendations by the Partnership may be developed into project proposals which can be further considered by the Partnership. Such projects proposals may then be recommended for funding under the Australian Government's 10 year AUD \$60 million funding package.

About the Position

Under the general direction of the Minister Counsellor (Agriculture), the Program Manager for the Partnership will manage and oversee program implementation in Indonesia, including high level liaison and coordination with relevant Government of Indonesia officials and business and industry representatives; as well as lead day-to-day program governance and administrative matters, including reporting requirements as required by both Governments.

The Program Manager will work closely with the Secretariat support for the Partnership provided by the Department of Agriculture in Canberra as well as the nominated contact points in the Indonesian and Australian governments for the Partnership.

The Program Manager will provide leadership and direction in the implementation of the Partnership and be a key channel of communication for stakeholders, especially in Indonesia. The role requires high order communication and inter-personal skills, ability to work across the business and government sectors and high levels of initiative, flexibility, decision making and problem solving skills as well as the capacity to deliver quality results under significant time pressure. Knowledge of the red meat and cattle sectors in Indonesia and Australia would be an advantage, although not essential to the role.

The key responsibilities of this position include:

- Establish relevant networks and build mutually beneficial relationships with key government and industry stakeholders and service delivery providers to progress the Partnership implementation;
- Liaise with relevant Government of Indonesia officials and red meat and cattle industry members on implementation of the Partnership and associated projects;
- Communicate with influence with counterparts in negotiating Partnership activities;
- Manage and oversee the delivery of projects in Indonesia under the Partnership;
- Provide policy and program advice to the Partnership - in particular, contribute to current knowledge of government and industry approaches;
- Manage in-country contract tender process, negotiation process and finalisation of agreement with local contractor/consultant;
- Plan and arrange for visits relevant to Partnership activities, including significant liaison with relevant stakeholders regarding the visit agenda and logistics matters;
- Manage finances, including prepare project financial budget, maintain financial records and monitoring expenditure related to Partnership activities; and
- Oversee and participate in Partnership review and monitoring and evaluation processes to assess program effectiveness and efficiency.

Qualifications

1. 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;
2. Experience with an International development program, and/or with programs targeting technical, agriculture, health or rural development highly regarded.
3. Knowledge in Indonesian government systems and approaches and experience working collaboratively with senior level Government officials and international organisations
4. University graduate in administration, public service, rural development or a relevant subject is highly regarded.

The Selection Criteria

1. Well-developed oral and written communication, negotiation, liaison and representation skills, including demonstrated ability to build and maintain effective linkages and work collaboratively with stakeholders.
2. Demonstrated leadership skills and ability to organise workloads, establish priorities and meet deadlines in a small team based environment.
3. Demonstrated ability to exercise initiative, sound judgement, support and shape strategic thinking, and problem solve in program development.
4. Demonstrated skills and experience in program management in a government and/or a commercial environment.
5. Fluent in written and spoken English and Bahasa Indonesia.
6. Knowledge of Indonesian and/or Australian red meat and cattle sectors (desirable).

The position will be offered initially for a two year fixed-term contract.



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 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.
-