



Australian Embassy
The Philippines

Applicant Information Pack

Thank you for considering a career with the Australian Embassy, Manila.

This applicant information pack provides you with the information needed to apply for a job with us. It also contains helpful resources and details about our organisation, and helpful hints on our recruitment process.

Current work opportunity available:

Position Vacancies	Program Officer / Research Officer
Closing date	Tuesday, 28 February 2017
Employment status	Locally Engaged Staff (LES) Permanent employment
Work level	LE4
Salary per month	Php 51,368.00
Completed applications should be sent to	manila.recruitment@dfat.gov.au or DFAT HR Section, Australian Embassy Manila Level 23/Tower 2 RCBC Plaza 6819 Ayala Avenue Makati City 1200, Philippines
Position specific enquiries	HR Manager at manila.recruitment@dfat.gov.au

Australian Government’s Department of Foreign Affairs and Trade (DFAT)

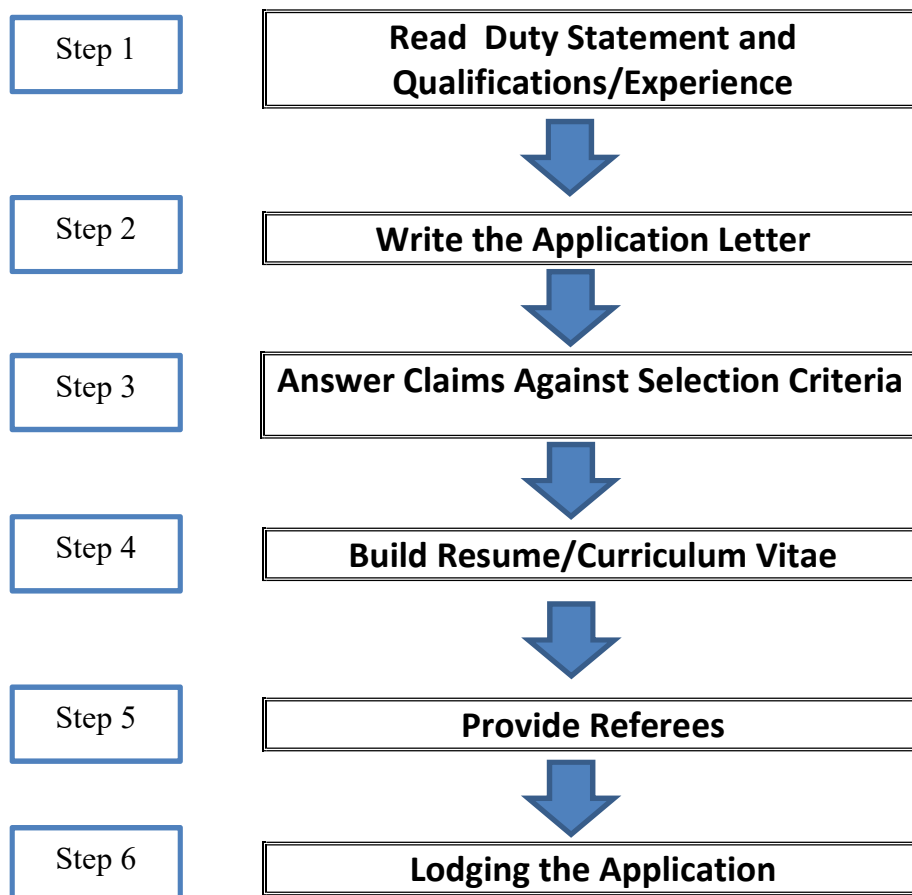
The role of Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia’s security, enhancing Australia’s prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia’s pursuit of global, regional and bilateral interests.

The success of our Department depends largely on our ability to foster innovation, efforts, and diverse skills of our people. We strive to create a motivating and rewarding work environment in which we value performance, our people, and integrity, service and service standards. We are also committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

Steps in applying for employment with the Australian Embassy – Manila

The following steps aim to assist applicants in preparing their documents and written applications.



Step 1. Read Duty Statement and Qualifications/Experience

About the Australian Government's aid program in the Philippines

The strong Australia-Philippines partnership in development cooperation, spanning more than 50 years, is now one of Australia's largest aid programs. The Australian Government's aid program in the Philippines currently focuses on: enhancing the foundations for inclusive economic growth; building stronger institutions for transparent and accountable governance; and improving the conditions for peace and stability.

Positions are expected to be available across the Australian Embassy's development program, political and economic sections. The development program covers a range of sectors and cross-cutting issues such as social protection, basic education, humanitarian, peace and stability, inclusive economic growth, infrastructure, governance and human resource/ organisational development and scholarships. The political and economic sections provide analysis and advice for the Embassy on Philippines political and economic affairs, develop strategic policy advice on Australia's relationship with the Philippines, and take the lead on managing and coordinating high level visits to the Philippines.

About the positions

Program Officer

Under general direction, the Program Officer (LE4) is responsible for providing advice and administrative support on specific issues and activities to implement a range of program initiatives. This includes program management assistance to enable the effective delivery and/or design of assigned initiatives such as undertaking monitoring and evaluation, financial risk management and representation duties.

The key responsibilities include but are not limited to:

- Manage and monitor aid investments in line target outcomes and program priorities.
- Assist with program design and delivery through tasks such as performing preliminary research, supporting design preparation, and providing support services for tender processes, reviews and missions
- Assist in the provision of policy and program advice to Senior Post management and/or Executive by providing recommendations and briefings and participating in policy discussions and relevant meetings
- Contribute to quality reporting systems and other performance and quality assurance tasks requirements through tasks such as managing and coordinating logistics of the independent progress review process, and developing management response to reports.
- Draft and manage contracts and agreements with partners in accordance with regulatory and legislative requirements
- Attend relevant meetings and coordinate with program stakeholders such as other bilateral and multilateral donors, regional bodies, and partner government agencies.
- Liaise with DFAT Canberra to seek prompt advice and analysis from key thematic, corporate and operational areas.
- Provide administrative support, including organizing visits and events
- Monitor expenditure, maintain financial records, and prepare financial estimates and implement fraud and risk management measures.
- Coordinate and provide support for meetings and working groups between DFAT and strategic partners.

Research Officer

Under general direction, the Research Officer is responsible for assisting the development of political, economic and trade reporting and administrative matters.

The key responsibilities include but are not limited to:

- Undertake research and analysis on topics including Philippines foreign and trade policy, regional security issues including, regional organisations including ASEAN and EAS, and UN issues as those topics relate to Australia's interests, and advise Embassy officers on significant findings.
- Monitor current affairs and institutional and policy changes and advise section officers on the significance and relevance of developments.
- Prepare written material including research reports, correspondence, talking points, speeches, strategic analyses and unclassified cables to feed into high level meetings and critical events.
- Build and maintain networks and relationships in government, academia, diplomatic missions, think tanks, media groups and other non-government organisations and maintain biographical information and contact details of prominent Filipinos and key interlocutors to further the work of the section.
- Represent the section at relevant forums and functions.
- Organise and provide support to bilateral meetings, receptions, international meetings and other public diplomacy events.
- Prepare and coordinate visit programs for visiting officials and for regional visits.
- Coordinate Australian government-sponsored travel of Philippine government officials and other Embassy interlocutors to attend regional/international meetings and conferences.

Qualifications/ Experience

- Tertiary qualification in a related field.
- At least three (3) years' experience in program/ project management, or political and economic research and reporting/development in a similar organisation, preferably in the Philippines.

Step 2. Write the Application Letter

Your application letter is the first contact we will have with you. Your letter should demonstrate and summarise your experience, qualities and skills. It **should not exceed one page** and should include a brief background summary, your current position, previous positions (working backwards), academic qualifications, languages, and other relevant information – including publications and awards.

Do not forget to include your contact details, so we can call you if you are shortlisted for interview.

To summarize everything, your application letter should contain the following:

- Full name
- Contact details
- Job vacancy you are applying for
- Summary of qualifications – actual experience, qualities, and skills
- Current employment and previous work experience
- Academic qualification

Step 3. Answer claims against the selection criteria

Selection criteria are statements that describe the qualifications, knowledge, skills, abilities and experience required in a job. In responding to the selection criteria, you should describe how your experience and skills meet the requirements of the job. You should also provide examples.

Your responses to each of the selection criteria are the most important part of your application as they will be used along with your resume by the selection panel to shortlist applicants.

How to address the selection criteria?

The key is to:

- demonstrate your capability by providing **evidence** of how you meet the selection criteria;
- provide specific details; and
- where possible, include an indicator of success or a result.

An easy way to do this is to use the **STAR** model - that is

S ituation	Provide a brief outline of the situation or setting
T ask	Outline what <u>you</u> did
A ction	Outline how <u>you</u> did it
R esult	Describe the outcomes

Conciseness is important; claims against the selection criteria must not exceed three (3) pages. **Applications that do not provide response to each selection criteria will not be considered.**

Statement of claims against the selection criteria

IMPORTANT: APPLICATIONS MUST ADDRESS EACH OF THE FOLLOWING SELECTION CRITERIA (maximum of 3 pages or no more than half a page per criterion). The selection criteria are used to assess an applicant's suitability for a position. Applications that do not address each of the following selection criteria will not be considered.

Please respond to the following Selection Criteria:

1. Demonstrated experience and proven skills in supporting program development, management and implementation, or other relevant experience.
2. An understanding and awareness of development, political and/or economic issues in the Philippines.
3. Knowledge/experience working with development partners, donors and research institutions.
4. Proven ability to undertake work that is moderately complex in nature and operate under general direction, organising own workflow.
5. Demonstrated good judgement, and decision-making ability.
6. Proven ability to work effectively in teams in cross-cultural environments.
7. High level analytical and research skills, including excellent written and oral communication.

Step 4. Build resume/curriculum vitae

When you apply for a job, the employer will want to see your resume. Your resume (or Curriculum Vitae (CV)) outlines your skills, experience and accomplishments relevant to the job.

You should update your resume regularly, especially when you finish a job or complete a course. It should also be updated for each job you apply for.

What to include in your resume?

Your resume should include your name and contact details, education, employment history and your referees' contact details. You can also include a statement of your career objective, computer skills, professional affiliations and other relevant skills. You could also include information about your hobbies and interests however this is not essential.

Key information that should be included:

<ul style="list-style-type: none">• Contact details	<ul style="list-style-type: none">• Education and training qualifications
<ul style="list-style-type: none">• Career objective	<ul style="list-style-type: none">• Demonstrated skills
<ul style="list-style-type: none">• Employment history	<ul style="list-style-type: none">• Special achievements

We do not require personal details such as date of birth, marital status, height, weight, religion and gender.

Step 5. Provide referees

We require the contact details of two referees as part of our recruitment process. Referees may be used by the selection panel to validate the claims you have made in your application and interview. Your referees may include the following:

- Previous employer/immediate supervisor (preferably your most recent employer/supervisor)
- Professor
- Colleagues in your previous work
- Schoolmates
- Former subordinates

When choosing referees, ensure they know you well and can be contacted easily. Contact your referees to let them know you've put their names down and to get their agreement to be named as a referee. You may also want to talk to your referee about the job you are applying for, the skills required and how you match the job's requirements.

Note: Only applicants who have been selected for interview may have their referees contacted.

Referee details for be included:

	Referee 1	Referee 2
Name		
Position		
Contact details (Phone no and Email Address)		
Relationship to applicant (e.g. immediate supervisor from current or recent previous employment, or a senior person as advisor/mentor)		
Period known:		

Step 6. Lodging the application

Once you have completed your application you should email the following to us by the **closing date**:

- Letter of application
- Statement of Claims against the selection criteria
- Resume/Curriculum Vitae
- Referees (2 people)

Completed applications should be submitted via email to manila.recruitment@dfat.gov.au. Attached documents must not exceed 5.0 MB and the subject line of your email should include: position applied for (indicate either Program Officer or Research Officer LE4), applicant's family name, first name and date (e.g. Program Officer or Research Officer LE4 Bulk round – Dela Cruz, Juan XX Feb 2017).

Alternatively, your completed application can also be sent to us by mail or courier to the address below. You should note however, the completed application must be received by the Embassy on or before the closing date and late applications will not be accepted. **We take no responsibility for any mail or courier service delays in delivering completed applications to the Embassy.**

DFAT HR Section, Australian Embassy Manila
Level 23/Tower 2 RCBC Plaza
6819 Ayala Avenue
Makati City 1200, Philippines