



**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:**

<b>Position/Vacancy</b>	<b>Program Officer</b>
<b>Closing date</b>	<b>Tuesday 28 February 2017</b>
<b>Employment status</b>	Locally Engaged Staff (LES) Permanent employment
<b>Work level</b>	LE5
<b>Salary per month</b>	Php 67,858.00
<b>Completed applications should be sent to</b>	<a href="mailto:manila.recruitment@dfat.gov.au">manila.recruitment@dfat.gov.au</a> or DFAT HR Section, Australian Embassy Manila Level 23/Tower 2 RCBC Plaza 6819 Ayala Avenue Makati City 1200, Philippines
<b>Position specific enquiries</b>	HR Manager at <a href="mailto:manila.recruitment@dfat.gov.au">manila.recruitment@dfat.gov.au</a>

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

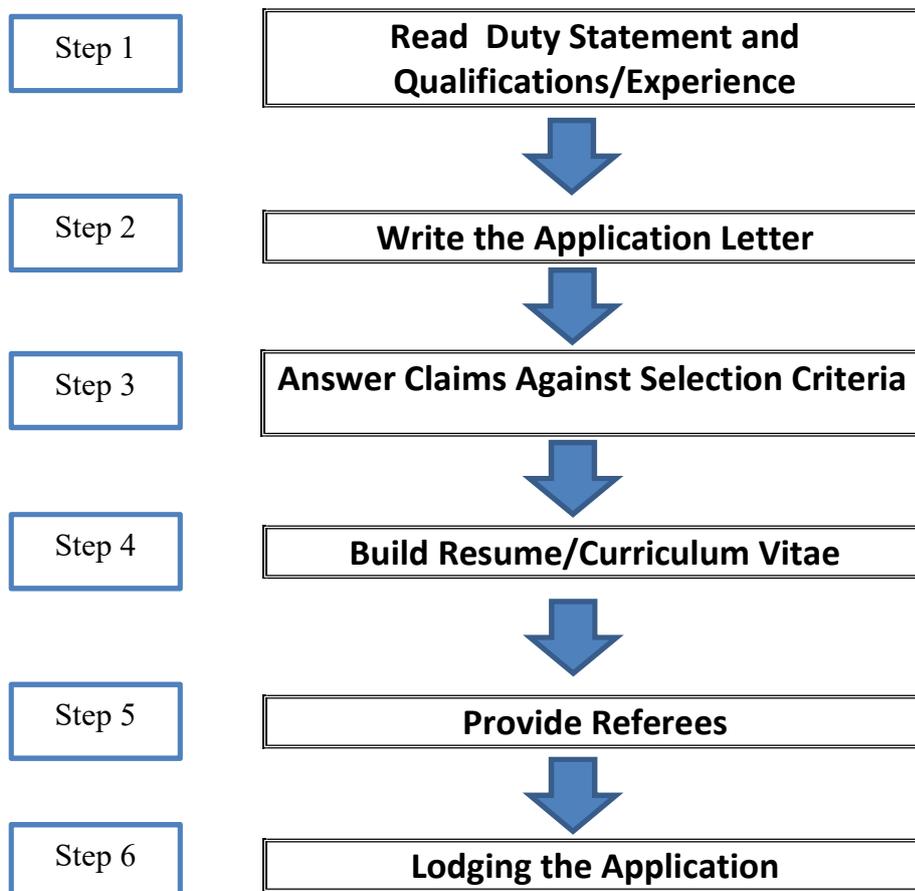
The role of Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia’s security, enhancing Australia’s prosperity, delivering an effective and high quality overseas aid program and helping Australian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

Under general direction, the Program Officer (LE5) is responsible for supporting the team in managing a range of program initiatives. This includes providing high quality administrative and program management assistance to enable the effective delivery and/or design of assigned initiatives. The core functions include undertaking monitoring and evaluation, financial risk management and representation duties.

The key responsibilities include but are not limited to:

- Contribute to the development, formulation, implementation and review of policies, program approaches and initiatives.
- Provide advice on program issues related to assigned themes and elevate issues that impact on strategic, political, or operational outcomes for the agency.
- Assist in managing assigned initiatives undertaken by the section's portfolio. Manage agreements to ensure compliance with legislative, financial and administrative frameworks, government decision-making processes and post guidelines and regulations.
- Provide administrative, financial, contractual, and initiative management support to the team. Ensure adherence to contract conditions and Australian Government guidelines/requirements/standards and procedures.
- Provide advice on the formulation and implementation of risk management (financial and development risk) and fraud control measures related to assigned initiatives, and recommend problem-solving measures.
- Monitor financial reports and analyse expenditure of assigned programs.
- Prepare research papers and analysis, including statistical reports, correspondence, briefings and financial estimates for the assigned thematic area that contribute to effective program delivery. Assist in the development of policy documents for review and publication.
- Develop short-term work plans for own unit and contribute to strategic planning of the section.
- Contribute to the preparation of quality reporting and other performance and quality-related requirements.
- Represent DFAT at cross-agency meetings and fora by presenting agreed agency position.
- Liaise with a wide range of key stakeholders including development partners, counterpart staff of government units, other Australian aid teams on programming and delivery of initiatives.

## Qualifications/ Experience

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

## 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

<b>S</b> ituation	Provide a brief outline of the situation or setting
<b>T</b> ask	Outline what <u>you</u> did
<b>A</b> ction	Outline how <u>you</u> did it
<b>R</b> 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 program development, management and implementation, or other relevant experience.
2. Demonstrated experience and knowledge of development issues in the Philippines.
3. Proven ability to undertake work that is complex in nature and operate under general direction, organising own workflow.
4. Demonstrated good judgement, and decision-making ability to contribute to the success of the Australian aid program in the Philippines.
5. Proven ability to work effectively in teams in cross-cultural environments.
6. Demonstrated communication skills (written and oral) including proven ability to represent the department and engage with partners and stakeholders.

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

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](mailto: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, applicant's family name, first name and date (e.g Program Officer LE5 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