



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/Vacancy	Senior Program Officer
Closing date	Tuesday 28 February 2017
Employment status	Locally Engaged Staff (LES) Permanent employment
Work level	LE6
Salary per month	Php 84,134.00
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)

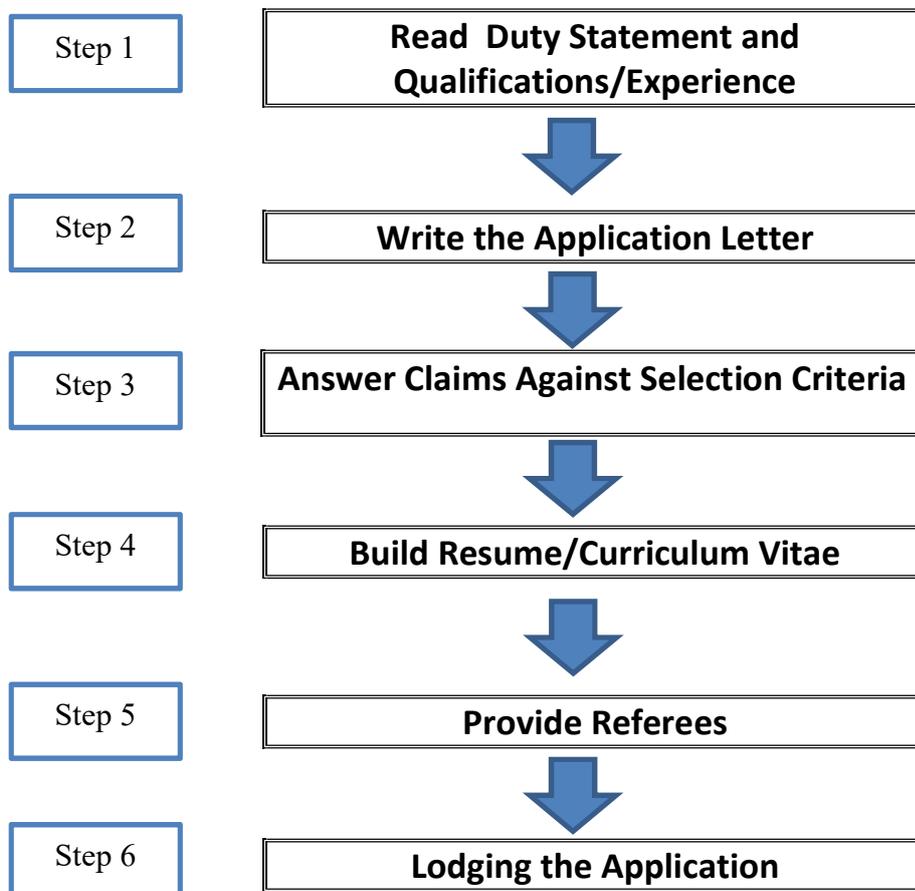
The role of Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia’s security, enhancing Australia’s prosperity, delivering an effective and high quality overseas aid program and helping Australian 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. 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 the limited direction, with the opportunity for reasonable autonomy and accountability, the Senior Program Officer (SPO) is responsible for contributing advice and technical inputs on a range of broader development issues. The position is expected to monitor and manage assigned innovative and more complex initiatives.

The key responsibilities include but are not limited to:

- Manage a range of activities within the Section. The complexity of program means a significant level of oversight by the SPO is required, with limited guidance and drawing on well-developed expertise and experience.
- Provide expert technical and strategic advice for program planning and implementation, and contribute to strategic planning and programming for longer term initiatives.
- Monitor and provide advice on developments likely to affect program effectiveness or broader Australian interests.
- Contribute to the development, formulation, implementation and review of policies, program approaches and initiatives related to the portfolio that consider short term and strategic perspectives.
- Lead and manage program designs, providing high-level technical input at all stages including developing quality assurance components of the design.
- Evaluate the effectiveness of Australian interventions and provide strategic reports on issues that impact the aid program and broader bilateral relationship.
- Contribute to expanding Australia's influence to support national interest by providing technical advice or influencing partner government policies through research findings or international best practice.
- Prepare complex and high quality briefings, strategic reports and correspondence.
- Manage and deliver high calibre and timely inputs to quality reporting systems and other performance and quality-related requirements; identify performance and quality processes needed for activity development and management and ensuring that these are reflected in the country program's program management plan.
- Interpret and apply Australian legislation, financial and administrative procedures in all aspects of aid management.

- Ensure Philippine Government and contractor systems operate in compliance with Australian Government financial, procurement and risk management requirements.
- Prepare project financial estimates, coordinate budgets, maintain financial records and analyse and monitor highly complex expenditure within the portfolio.
- Prepare risk assessments and coordinate risk management activities across the program which operates in a high risk, conflict-affected environment.
- Represent the work area or agency in meetings, seminars and other relevant forums.
- Accountable for effective liaison, partnership brokering and extensive networking with Philippine development cooperation partners, donors, regional bodies and multilateral development cooperation agencies on programming and delivery of development cooperation programs.
- Undertake negotiations and advocacy with government and other partners and stakeholders to represent the Department and support Australian interests on the formulation and implementation of approved development cooperation programs.
- Contribute to managing change in the workplace.
- Provide mentoring to other Senior Program Officer and Program Officers in the team.

Qualifications/ Experience

- At least five (5) years' experience of 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, preferably at postgraduate level.

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. High degree of technical knowledge on development issues and policy such as social protection, basic education, humanitarian, peace and stability, inclusive economic growth, infrastructure, and governance.
2. Demonstrated experience and proven skills in program development, management and implementation or other relevant experience. Experience in developing M&E frameworks would be preferable.
3. Demonstrated good judgement, ability to think and operate at a strategic level to contribute to the success of the Philippines Program.
4. Proven ability to work effectively both as a member and leader of a team operating in complex, political, and cross-cultural environments.
5. Demonstrated communication skills of a high order including proven ability to represent the agency and engage with senior partners and stakeholders in complex environments and situations.

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:

• Contact details	• Education and training qualifications
• Career objective	• Demonstrated skills
• Employment history	• 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, applicant’s family name, first name and date (e.g SPO 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