



**Australian Government**  

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**AusAID**



# Candidate Information Pack

**Program Officer  
OB 4 Level  
Dhaka Post**

**Opening Date: Wednesday, 06th February 2013**

**Closing Date: 15:00 (Bangladesh time), Wednesday, 27<sup>th</sup> February 2013**

**Information online: [hr.ausaid@dfat.gov.au](mailto:hr.ausaid@dfat.gov.au)**

**General Enquiries to: Marielin Mridha, Finance and Administration Officer**

## Position Description

<b>Title</b>	Program Officer
<b>Classification</b>	O-Based Level OB 4
<b>Post/Section</b>	South Asia Branch, Dhaka Post
<b>Reports to</b>	Senior Management Team
<b>Security Clearance Level</b>	Local Police Clearance Required
<b>Location</b>	Dhaka, Bangladesh
<b>Job Type</b>	Ongoing, Full-Time

### About AusAID

The Australian Agency for International Development (AusAID) is the Australian Government agency responsible for managing Australia's overseas aid program. AusAID is an Executive Agency within the Foreign Affairs and Trade portfolio and reports to the Minister for Foreign Affairs.

### Objective

AusAID's objective is to help people overcome poverty. This serves Australia's national interests by promoting stability and prosperity both in our region and beyond. Australia is committed to the Millennium Development Goals, the internationally agreed targets for poverty reduction. AusAID's five strategic goals are:

- saving lives
- promoting opportunities for all
- sustainable economic development
- effective governance
- humanitarian and disaster response

AusAID's head office is in Canberra. AusAID also has representatives in 40 countries overseas. For more information about AusAID visit [www.ausaid.gov.au](http://www.ausaid.gov.au).

### AusAID's people

The growing aid program and changing approaches to aid management means AusAID needs to ensure its workforce has strong capabilities in two critical areas. The first is in public policy, as required by a responsive, credible and effective public service agency. The second is in the core operations of the aid program, including designing, managing and delivering good quality aid and conducting effective aid policy dialogue. These two critical skill sets are not mutually exclusive. Underpinning both are the foundation skills required of all AusAID employees.

### About the Post

The Australian Government will provide approximately AUD\$100.50 million as development aid to Bangladesh in financial year 2012-13. The Bangladesh program is AusAID's largest program in South Asia. The key priority sectors are health, education, social protection and climate change. Bangladesh also has large scholarships and volunteers programs. AusAID's office in Bangladesh consists of 14 personnel. AusAID posts consist of Australian based staff (A-Based) and local personnel (O-Based) to manage the Australian aid program.

**About the role**

As a member of the AusAID Bangladesh team, the Program Officer is responsible for supporting the development and management of Australian aid activities in one or more of the four priority sectors (health, education, social protection and climate change/disaster risk reduction) and humanitarian emergency response. The role involves contractual and financial oversight of a range of funded activities, liaison with relevant stakeholders, reporting on program activities and outcomes, and assisting in preparation of policy and briefing documents. The position also requires the ability to travel and work non-standard hours, when work demands dictate.

Key responsibilities include, but are not limited to:

- Supporting the Senior Management Team to deliver AusAID aid activities;
- Undertaking financial administration of activities to achieve compliance with AusAID financial budgetary and system requirements including preparation of financial estimates, coordination of budgets and monitoring of expenditure;
- Complying with all AusAID systems, including quality processes, to ensure that aid effectiveness principles are applied to all activities;
- Providing support to develop and maintain constructive relationships with the Government of Bangladesh, other key agencies and development partners;
- Under supervision, prepare analytical documents, reviews and advice / briefings for AusAID on issues specific to areas of responsibilities;
- Ensuring AusAID policies, including those on gender, disability and child protection are taken into consideration and that gender and inclusion considerations are fully integrated into education programs; and
- Other duties, if required, as requested by Senior Post Management which includes travelling and working non-standard hours, when work demands dictate.

**Qualifications/Experience*****Essential Requirements and Occupational Experience***

- Postgraduate qualifications in international development or a related social science with and a minimum of four years of professional experience (preferably in a development context);

***Highly desirable***

- Proven interpersonal and representation skills including the ability to maintain effective networks and work as part of a multicultural team;
- Sound understanding of program management and ability to work independently;
- Demonstrated ability to analyse, interpret and provide input to policy development;
- Excellent English and Bengali communication skills; and
- Demonstrated understanding of development, political and economic issues in Bangladesh and a capacity to apply this to AusAID's four priority sectors and wider organisational goals.

***Desirable***

- Knowledge of the Australian Government's aid policy and programs.

Candidate Information Pack  
**AUSAID APPLICATION FORM**

<b>Details of the position (Note: AusAID accepts applications ONLY in response to advertisements)</b>										
Position Title										
Where did you see the position advertised?										
<b>Your details</b>										
First Name			Family Name							
Male/Female		Date of Birth			Telephone Contact no.					
Home Address										
Email Address										
Telephone Contact										
How should we contact you? (please <b>tick v</b> preference)					Telephone			Email		
<b>Your level of education attained</b>										
Please <b>tick v</b> the <b>highest</b> level of education you have completed										
Primary School		Middle School		High School		Post-secondary (e.g. technical certificate)		University (undergraduate)		
								University (post-graduate)		
<b>Your level of experience attained</b>										
Please <b>tick v</b> the job/s that best describes the work you have been involved in during your working career										
Program/Project Management		Finance			Procurement			Representation		
Contract Management		Multistakeholder Engagement			Working with development organisations			Research		
<b>Information for applying</b>										
<p>Interested applicants should submit the following documents by 15:00 (Bangladesh time) on Wednesday, 27th February 2013. All documents must be in 12 points font size.</p> <ul style="list-style-type: none"> <li>- A succinct cover letter of no more than 1 page;</li> <li>- AusAID application form;</li> <li>- A statement of interest addressing the qualifications/experience. The statement of interest should not exceed two pages and must directly address the qualifications/experience which are mentioned in the candidate information pack. Statements not addressing the qualifications/experience will not be considered;</li> <li>- A CV of no more than 2 pages; and</li> <li>- Names of three referees, of which one must be the current, direct supervisor. All referees must have had direct experience of quality of the applicant's work.</li> </ul> <p>Please send applications to <a href="mailto:hr.ausaid@dfat.gov.au">hr.ausaid@dfat.gov.au</a> and clearly mention 'Program Officer' in the subject line. All applications will be treated in strict confidence. AusAID is an equal opportunity employer and the selection will be based on merit. Only shortlisted candidates will be contacted.</p>										