



**Australian Government**  
**AusAID**



# Candidate Information Pack

**Assistant Finance and Administration Officer**  
**OB 3 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>                    | Assistant Finance and Administration Officer |
| <b>Classification</b>           | O-Based Level OB 3                           |
| <b>Post/Section</b>             | South Asia Branch, Dhaka Post                |
| <b>Reports to</b>               | Corporate Operations Manager                 |
| <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.aisaid.gov.au](http://www.aisaid.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 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 15 personnel. AusAID Posts consist of Australian based staff (A-Based) and local personnel (O-Based) to manage the Australian aid program.

## **About the role**

The Assistant Finance and Administration Officer is responsible for supporting the corporate team to effectively and efficiently manage the finances and administration at Post.

Key responsibilities include, but are not limited to, the following:

### ▪ **Corporate Financial Management**

- Undertake daily financial activities such as payments and reconciling transactions;
- Procuring goods and services, liaising with suppliers and arranging quotations;
- Processing payments for Australian staff entitlements paid at Post (such as household and maintenance allowance (HMA), security, household utilities etc.);
- Assist the Finance and Administration Officer to monitor the departmental budget on both AusAID and Department of Foreign Affairs and Trade (DFAT) systems;
- Apply policies and procedures for financial processing and practices in accordance with Chief Executive Instructions (CEIs);
- Assist to prepare reports to Finance and Budget Unit in Canberra by required deadlines throughout the year and liaising with respect to monitoring the departmental budget; and
- Gather and disseminate information on key financial policies with Post management and staff.

### ▪ **Office Administration**

- Manage administrative and logistical arrangements for visits and travel, including advances and acquittals;
- Assist to manage the financial, logistical and administration related to staff salaries and agency fringe benefits for both Australian and Bangladeshi staff;
- Provide oversight of drivers' motor vehicle logbooks, fuel consumption and repairs/maintenance of AusAID vehicles;
- Ensure the proper functioning of the car pool;
- Maintain adequate supplies and servicing for all office equipment, including effective sourcing and documentation of all purchases;
- Assist in maintaining Dhaka Post's asset register;
- Assist with asset disposal and related documentation;
- Assist to manage AusAID properties at Post;
- Maintain the Dhaka Post contact list and organisation chart;
- Liaise with DFAT staff responsible for delivering services under the SLA;
- Assist with coordination and logistics of all high level visits to Bangladesh; and
- Provide general administrative support, as required, as part of the corporate support team.

### ▪ **Other duties, if required, as requested by Senior Post Management**

## **Qualifications/Experience**

### ***Essential Requirements and Occupational Experience***

- Postgraduate studies in finance, management, business or a related field and a minimum of two (2) years of professional experience in working on finance and administration tasks; and
- Excellent computer skills in MS Excel, financial management software and ability to use email, the Internet and standard Microsoft Office programs.

***Highly Desirable***

- Demonstrated ability to work as a team member in a collaborative and consultative manner;
- Excellent English and Bengali verbal and written communication skills;
- Ability to be flexible and adapt to change; and
- Ability to work both independently as well as part of a multicultural team.

***Desirable***

- Knowledge of the Australian Government's aid policy and programs;
- Knowledge of international development; and
- Ability to use SAP.

## AUSAID APPLICATION FORM

| Details of the position (Note: AusAID accepts applications ONLY in response to advertisements)  |  |               |                |             |             |   |  |                            |  |
|---|--|---------------|----------------|-------------|-------------|---|--|----------------------------|--|
| Position Title  |  |               |                |             |             |   |  |                            |  |
| Where did you see the position advertised?  |  |               |                |             |             |   |  |                            |  |
| Your details  |  |               |                |             |             |   |  |                            |  |
| First Name  |  |               |                |             | Family Name |   |  |                            |  |
| Male/Female   |  | Date of Birth |                |             |             | Telephone Contact no.                       |  |                            |  |
| Home Address  |  |               |                |             |             |   |  |                            |  |
| Email Address   |  |               |                |             |             |   |  |                            |  |
| Telephone Contact   |  |               |                |             |             |   |  |                            |  |
| How should we contact you? (please tick <input type="checkbox"/> preference)  |  |               |                |             |             | Telephone                                   |  | Email                      |  |
| Your level of education attained  |  |               |                |             |             |   |  |                            |  |
| Please tick <input type="checkbox"/> 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) |  |
| Your level of experience attained   |  |               |                |             |             |   |  |                            |  |
| Please tick <input type="checkbox"/> the job/s that best describes the work you have been involved in during your working career  |  |               |                |             |             |   |  |                            |  |
| Finance   |  |               | Administration |             |             | Budget Management                           |  |                            |  |
| Human Resources   |  |               | Logistics      |             |             | Procurement                                 |  |                            |  |
| Instructions for Applying   |  |               |                |             |             |   |  |                            |  |
| <p>Interested applicants should submit the following documents by <b>15:00 (Bangladesh time) on Wednesday, 27<sup>th</sup> February 2013</b>. 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 <b>hr.ausaid@dfat.gov.au</b> and clearly mention 'Assistant Finance and Administration Officer' in the subject line.</p> <p>All applications will be treated in strict confidence.</p> <p>AusAID is an equal opportunity employer and the selection will be based on merit.</p> <p>Only shortlisted candidates will be contacted.</p> |  |               |                |             |             |   |  |                            |  |