

**AUSTRALIAN HIGH COMMISSION – KUALA LUMPUR**

Senior Program Manager (Partnerships for Infrastructure)

(Fixed-Term Contract)

***Please note:*** *this is a re-advertised position. Applications that were previously submitted are still being considered. Applicants who previously applied are not required to re-submit their application.*

The Australian High Commission invites applications for the position of Senior Program Manager (Partnerships for Infrastructure) within the Department of Foreign Affairs and Trade. The position is to commence as soon as possible.

The role of the 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. Partnerships for Infrastructure is an Australian Government initiative to partner with Southeast Asia to foster inclusive growth through sustainable infrastructure.

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 Australian High Commission currently offers an attractive conditions package that includes recreation/medical leave, medical benefits and contractual bonus. The terms of employment will be in accordance with the High Commission’s Conditions of Employment for locally engaged staff in Kuala Lumpur. Employment will be offered on a two (2) years’ fixed-term contract basis at a Level 6 locally engaged staff position (LE6) with a monthly salary of RM10,250. Continued employment is subject to successful completion of a 6 month probation period.

The Australian High Commission will not be responsible for any costs in relation to relocation, accommodation arrangements nor the return of the officer to their hometown.

**Job Description**

Working with limited direction, the Senior Program Manager (Partnerships for Infrastructure) will support the implementation of activities under the regional Partnerships for Infrastructure (P4I) program in Malaysia, as well as maintaining relationships with key stakeholders, contributing to policy advice and reporting, and furthering Australia’s collaboration with Malaysia in infrastructure and related sectors.

Working closely with the regional P4I team in Bangkok and P4I consortium’s in-country representatives in Malaysia (EY and The Asia Foundation), the position will mobilise P4I resources to further Australia’s cooperation with Malaysia. P4I provides a platform for government partnerships, infrastructure advisory services, knowledge sharing and networking, and delivering specialist services in infrastructure planning and prioritisation, procurement, sector policy and regulation, gender equality and social inclusion, disaster risk reduction and climate change.

The Senior Program Manager will also support, monitor, analyse and advise on infrastructure and a range of other priority issues (such as energy, climate/environment, marine/maritime, communications, technology and economic development) relevant to Australia’s bilateral and regional policy priorities in Malaysia and Southeast Asia.

**Tasks and Functions**

**The key responsibilities of the position include, but are not limited to:**

* Work closely with the regional P4I team to contribute to the effective design, implementation, and performance and risk management of P4I’s activities in Malaysia.
* Develop, strengthen and maintain strong networks with senior officials from government, development partners, international organisations and the private sector to inform and support Australia’s engagement.
* Grow P4I’s pipeline of activities to expand bilateral cooperation between Malaysia and Australia across infrastructure (including transport, maritime), energy, climate and environment, communications and/or science and technology sectors (as required).
* Monitor developments, provide high-level, accurate and specialised reporting and advice on infrastructure, energy, climate/environment, communications and technology issues (as required) in Malaysia, and prepare policy briefing to inform Australia’s engagement.
* Coordinate and support participation of Australian officials and/or local stakeholders in relevant events and meetings, including supporting the organisation, delivery and promotion of in-country events and/or public diplomacy as required.
* Monitor performance of P4I activities in Malaysia and provide input to performance reporting and evaluations.
* Manage and integrate cross-cutting priorities and safeguards into all aspects of infrastructure policy, program development and implementation, including gender equality, disability inclusion and child protection.
* Where required, contribute to, or directly manage, other regional or bilateral development activities in related sectors.

**Selection Criteria**

* At least five years’ experience working in one or more of the infrastructure, environment, or economic development sectors in Malaysia, preferably in public policy or international development program roles.
* Tertiary qualifications in a relevant discipline, such as economics, public administration, engineering/infrastructure management, urban planning, ICT, environmental management or similar.
* Demonstrated networks in relevant infrastructure sector(s), particularly with Malaysian government stakeholders.
* Highly developed oral and written English and Bahasa Malaysia communication skills. Fluency in Mandarin is an asset.
* Strong computer literacy and proficiency in Microsoft Office applications.

**Demonstrated Capabilities**

* Ability to communicate effectively and professionally, with government and private organisations, think tanks, peak bodies and the public.
* Ability to prioritise, think strategically, apply judgement and innovation to achieve results.
* Demonstrated ability to work in a team, and contribute to enhancing team capacity through collaboration, and where required, coaching/mentoring junior colleagues.

**EQUAL EMPLOYMENT OPPORTUNITIES**

The High Commission recruitment decisions are made on the basis of merit and we do not discriminate on the grounds of gender, age, race, ethnicity, sexual preference, religion or disability. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.

**PREPARING YOUR APPLICATION**

**Your application should include:**

1. Employment & Qualification Background - Complete Attachment A

The form is attached for completion.

1. **Curriculum Vitae (CV)** outlining personal details, relevant work experience, educational qualifications and skills (minimum two pages).
2. **A One (1) to Two (2) Page Pitch** of no more than 1000 words addressing the selection criteria above. Your statement should address how you have the skills and knowledge relevant to the position’s responsibilities, with reference to your relevant qualifications and experience.
3. Provide contacts for two referees - Complete Attachment B

You need to provide contacts for two referees who are familiar with your professional as well as personal skills and competence. In most cases referees are not contacted unless you are shortlisted for the position, however if we have a tight timeframe we may contact referees before interviews.

1. *Optional* Equity and Diversity Data Sheet - Attachment C

The form is attached.

The Equity and Diversity data sheet is not compulsory, however, it helps us to ensure we are targeting a diverse range of potential employees and it enables applicants to bring to our attention any specific needs they might have – for example highlighting any disabilities which may need to be taken into consideration at the interview venue.

**Your completed application package must be emailed by 5:00pm, 27 May 2022 (Kuala Lumpur time) to** [ahcklrecruit@dfat.gov.au](mailto:ahcklrecruit@dfat.gov.au)

**Late or incomplete applications that do not address the selection criteria will not be taken into consideration.**

**We thank all applicants for their interest; however only those selected for an interview will be contacted. The Australian High Commission is committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.**

**ATTACHMENT A Employment & Qualification Background**

**1. Personal Particulars**

|  |  |  |
| --- | --- | --- |
| Title | **Surname** | **Given Name(s)** |
|  |  |  |

|  |
| --- |
| **Contact Details – address, telephone contact details, email address** |

**2. Current Employment**

|  |  |  |
| --- | --- | --- |
| **Month/Year**  **Commenced** | **Employer** | Position |
|  |  |  |
| Brief Description of your duties | | |
|  | | |

**3. Previous Positions Held (including movement within an organisation)**

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| --- | --- | --- | --- | --- |
| **Month/Year**  **Commenced** | **Month/Year**  **Finished** | Employer | **Position** | **Level** |
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**4. Academic Qualifications**

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| --- | --- | --- |
| **Year Received** | **Qualification** | Institution |
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**5. Languages**

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| --- | --- |
| Language | **Proficiency Level** |
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**6. Other** e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

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**ATTACHMENT B Referee contacts**

**ACHMENT B Referee contacts**

Please provide the names and details of two referees whom the High Commission can contact if you are short listed for the interview.

**Referee 1**

|  |  |  |
| --- | --- | --- |
| Full name of Referee: | Relation to Applicant (employer/supervisor): | |
| Occupation (Position and company): | Phone: | |
| Email: |  |  |

**Referee 2**

|  |  |  |
| --- | --- | --- |
| Full name of Referee: | Relation to Applicant (employer/supervisor): | |
| Occupation (Position and company): | Phone: | |
| Email: |  |

**ATTACHMENT C Equity and Diversity Data Sheet**

The Australian High Commission is committed to providing a fair, flexible, safe and rewarding workplace and actively encourages a working environment that is free from harassment and discrimination. The High Commission recognises diversity and the benefits associated with building a workforce that reflects this diversity.

Measures are taken to eliminate employment-related disadvantages on the basis of gender, race or ethnicity, or physical or intellectual disability. To ensure these measures are effective, statistical information about the employment of people in these groups is required. You are not obliged to complete this form, however, by doing so you will help ensure the data collected reveals an accurate reflection of the diversity of our workforce.

**Gender:** M F

**Are you an Australian citizen:** Yes No

**Were you born in Australia:** Yes No

**If you are not an Australian, what is your nationality? ………………………**

**Is English your first language:** Yes No

**Do you have a disability?** Yes No

**(Note: Please indicate below any special requirements you may have at interview.)**

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*NOTE: In accordance with the Commonwealth Privacy Act, these details will not be disclosed to other agencies, persons or organisations. Composite statistical data will be used for reporting purposes only.*