

## Assignment Description

### Overseas Development Assistance Specialist

<b>Employer</b>	<b>National FSM Government - Office of SBOC</b> (Statistics, Budget and Economic Management, Overseas Development Assistance and Compact Management)
<b>Location:</b>	<b>Palikir, Pohnpei, Federated States of Micronesia</b>
<b>Background:</b>	<p>In January 2008, with the incoming Administration of President Mori and Vice President Alik, a Division of Overseas Development Assistance (ODA) was established at the National Government within the Office of SBOC. The goal for the establishment of this division was and remains to; facilitate improvement in the overall coordination of external assistance into the nation; expand bilateral ODA opportunities across a range of sectors; increase both the human resource and the monetary absorption capacity in mobilising outside revenue streams into the federation; and to utilise increased and enhanced ODA to the maximum benefit of all of the citizens of the FSM, especially those most in need of such assistance.</p> <p>Internally, the ODA Division works closely and in conjunction with the other key divisions of Statistics, Budget &amp; Economic Management and Compact Management toward the overall development of the national macroeconomic policy and performance-linked budgeting. Externally, it plays a key role in coordination, facilitation and technical support to the other national line departments and agencies, the state governments and development partners based in the capital of Pohnpei.</p> <p>The ODA Division is currently staffed with one Assistant Director that assists with much of the formulation, review and editing of proposals arising from this core office of the National Government. The Division of ODA also temporarily serves as the Secretariat for the National Authorising Officer (NAO) and by extension the National Authorising Committee (NAC), with the NAO being the official focal point for all European programs within the FSM. Beyond this, the ODA Division liaises with the Department of Foreign Affairs in assisting the states - government, non-government organisations (NGO's) and private sectors - with proposal requests and priority needs. The division also works with and responds to information requests and drafts and reviews proposals and concept briefs from the other national government departments and offices.</p> <p>This assignment is aligned to the Government of Australia's partnership agreement with the Government of Federated States of Micronesia (FSM) that was signed in August 2010 and is consistent with commitments under the <i>Paris Declaration on Aid Effectiveness</i> and the Cairns Compact to improve the coordination of external development assistance to the FSM and to ensure greater alignment of external assistance with FSM policies and strategies.</p>

<b>Assignment objective(s):</b>	<ul style="list-style-type: none"> <li>• Develop and implement policy and systems to improve aid coordination and better position the FSM to attract external support</li> <li>• Maximize alignment between FSM strategic objectives and the identification of programs for assistance</li> <li>• Improve aid effectiveness by promoting best practice in aid design, delivery and monitoring</li> </ul>
<b>Length of assignment:</b>	The assignment will commence from 2011 for a 24 month period
<b>Reports to:</b>	<ul style="list-style-type: none"> <li>• Director of Office of SBOC</li> </ul>
<b>Duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Provide grant assistance to the FSM National Government</li> <li>• Assist SBOC to develop aid coordination policies that best address FSM development needs and funding priorities</li> <li>• Improve and strengthen the design, appraisal and implementation of development assistance programs</li> <li>• Increase coordination with other National Government agencies, state and municipal governments and non-government organisations</li> <li>• Improve budgetary, financial administration and reporting on performance of external assistance programs, including at the state level</li> <li>• Assist in formulating, establishing and implementing grant writing capacities in the four states (including securing project funding)</li> <li>• Assist the Division of ODA to review, critique and comment on proposals received</li> <li>• Draft grant proposals as required</li> <li>• Provide a report to AusAID through Australian Volunteers International detailing the work plan within 8 weeks of commencement</li> <li>• As requested provide reports to AusAID through Australian Volunteers International on the outputs and outcomes achieved</li> <li>• Carry out other duties as requested</li> </ul>
<b>Selection Criteria</b>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in one or more of the following fields; management; finance; economics; development studies and public administration.</li> </ul> <p><b>Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Previous experience in financial management within a development context, with demonstrated results in implementing improvements to financial processes, budget structuring and reporting</li> <li>• Significant professional experience in grant writing</li> <li>• Previous work experience working within government of a developing country, with success in facilitating change with consideration of local systems and practices</li> <li>• Previous working experience and professional reputation, in development assistance and technical cooperation – preferably in the Pacific region</li> <li>• Familiarity with the approach of FSM's donor and aid contributors</li> <li>• Fluent in relating the goals and strategies of Development plans to sector strategies, programs and activities, through to systems of collecting and analysing Monitoring and Evaluation data</li> <li>• Project and stakeholder management skills with demonstrated results in implantation of work-plans across multiple departments and donor agencies</li> <li>• Successful results in individual and team capacity building, mentoring, coaching and training practices – examples in cross-cultural environments will be highly regarded</li> <li>• Demonstrated skill in using DAD program software an advantage</li> <li>• Previous experience living and working in a developing country (particularly in the Pacific or small island states) is desirable but not essential</li> </ul>

	<p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• High level interpersonal, leadership, representation and communication skills</li> <li>• Hardworking and responsive to senior government requirements</li> <li>• Commitment to team work, coaching and mentoring other people</li> <li>• Ability to cope with cultural isolation and a standard of living that may be different</li> <li>• Patience, tolerance and flexibility</li> <li>• The ability to live and work in a new cultural setting</li> <li>• A preparedness to work with limited resources within a challenging environment</li> </ul>
<b>Remuneration:</b>	<ul style="list-style-type: none"> <li>• The deployee will receive a local salary of \$US15,000 per annum, paid by the Government of FSM</li> <li>• In addition a supplementary allowance of AUD\$118,000 per annum will be provided to the deployee by AusAID via Australian Volunteers International</li> <li>• The deployee and accompanying dependents, where applicable, will be provided with airfares at the commencement and completion of the placement, plus basic travel insurance and emergency evacuation insurance</li> <li>• An additional allowance of AUD\$7,800 per annum for each accompanying dependent child (up to a maximum of 2)</li> <li>• An establishment allowance of at least AUD\$7,200* will be provided to assist with pre-departure medical, vaccinations, relocation costs, passport fees and costs of setting up in-country</li> <li>• A return allowance of at least AUD\$2,400* to assist with the return transportation of goods to home and return medical/s will also be provided</li> </ul> <p>*Allowance will vary depending on whether deployees are single or accompanied</p>
<b>Accommodation and utilities</b>	<ul style="list-style-type: none"> <li>• Accommodation will be provided by the employer</li> <li>• Utilities (gas, electricity, water and telephone) are at the expense of the deployee</li> </ul>
<b>Work hours/days</b>	<ul style="list-style-type: none"> <li>• Official work hours are 8.00am – 5.00pm Monday to Friday</li> <li>• Sick leave provision for Government of FSM employees is 15 days per annum</li> <li>• Annual leave provision for Government of FSM employees is 20 days per annum</li> <li>• In addition FSM observes 5 of public holidays</li> </ul>
<b>Additional information</b>	<ul style="list-style-type: none"> <li>• Deployees and any accompanying dependents will take part in a pre-departure briefing run by Australian Volunteers International in Melbourne</li> <li>• Additional support will be given to the deployee by Australian Volunteers International's Melbourne based PACTAM Project coordinator for FSM. (Apart from communications via letter, email, telephone and fax, the PACTAM Project coordinator will meet at least once with the deployee in country)</li> <li>• Confirmation of appointment is subject to: <ul style="list-style-type: none"> <li>➤ <i>Formal approval from AusAID and the employer</i></li> <li>➤ <i>Procurement of visa and work permits</i></li> <li>➤ <i>A satisfactory medical examination for the applicant and accompanying dependants</i></li> <li>➤ <i>A satisfactory criminal record check by the Australian Federal Police for the applicant and all accompanying adults</i></li> </ul> </li> <li>• Professional Indemnity insurance will be discussed at interview</li> </ul>

<p><b>Background</b></p>	<ul style="list-style-type: none"> <li>• Australian Volunteers International is an Australian based non-government aid agency primarily involved with the provision of technical assistance to developing countries</li> <li>• The Government of FSM has asked for assistance in recruiting and supporting the above position through the Pacific Technical Assistance Mechanism (PACTAM)</li> <li>• PACTAM is funded by the Government of Australia through its official Aid Agency, AusAID, and is managed by Australian Volunteers International</li> <li>• PACTAM places skilled personnel to work with Host Organisations within the Pacific Region to assist in meeting their human resources needs, and to respond to emerging development needs</li> </ul>
<p><b>Applications</b></p>	<p>This assignment description contains information AVI has obtained from the employer at this point of time and is subject to change.</p> <p>Applications are preferred via our on-line application form. If you are applying by email, please type the position number in the subject line of your message.</p> <p>In your cover letter, <b>please address the selection criteria outlined in the assignment description</b>. A current curriculum vitae, including the names and contact details of one personal and two professional referees and copies of your formal qualifications should also be attached. Referees will not be contacted without prior consent.</p> <p>Posted applications should be addressed to:-  Recruitment Services  Australian Volunteers International  PO Box 350  Fitzroy VIC 3065  Fax: (03) 9419 0976  E-mail: <a href="mailto:recruit@australianvolunteers.com">recruit@australianvolunteers.com</a></p> <p>Australian Volunteers International is strongly committed to protecting the rights of children. We adhere to laws in Australia and foreign countries regarding child exploitation and support Childwise and ECPAT International.</p>