



Bougainville Program Manager Papua New Guinea

CLOSE DATE: midnight, Sunday 29 March 2015

Position Description

Bougainville Program Manager

Country Office:	Papua New Guinea
Location:	Buka, Autonomous Region of Bougainville
Position reports to:	Assistant Country Director - Programs
Position Type:	Fixed term, 12 months

About CARE Australia

CARE is an international humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency relief. We know that supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities. We depend on support from the Australian public to carry out our work.

CARE Australia is a member of the **CARE International confederation**. We strive for a world of hope, tolerance and social justice, where poverty has been overcome and people live in dignity and security.

For over 27 years, CARE Australia has earned an international reputation for our ability to respond quickly to emergency situations in countries as diverse as Haiti, Pakistan and East Africa. We are also renowned for our innovative, sustainable and effective long-term development projects. All our projects are designed to equip the people we support with skills and resources so they can take charge of their lives and work towards a better future.

CARE Australia is directly responsible for program design, implementation, monitoring and evaluation, as well as management and contractual control of all projects. As a consequence, we have a high degree of accountability and transparency. CARE Australia is committed to protecting the rights of children in all areas we work around the world.

CARE International in Papua New Guinea

CARE International has been working in Papua New Guinea (PNG) since 1989 and established a Country Office in late 2006. Current program focal areas for CARE PNG include Governance; Integrated Community Development; Sexual, Reproductive and Maternal Health; Capacity Building; Climate Change Adaptation; and Emergency Preparedness and Response. CARE PNG's 5-year strategy (2012 – 2016) has the goal of achieving significant, positive and lasting impact on poverty and social injustice in remote rural areas through the empowerment of women and their communities, and through effective partnerships. Underpinning this are 4 strategic objectives which focus respectively on enhancing program quality; strengthening women's empowerment and gender equality; building

strategic partnerships with civil society, government and private sector groups; and developing organisational capacity.

About the Role

As part of the Senior Management Team (SMT), the Bougainville Program Manager (BPM) will play a key role in overseeing the strategic direction of programs and projects operating out of the Bougainville office and will be responsible for ensuring the establishment and management of processes to support high quality development and implementation. The BPM will support senior managers in ensuring best practice in both people and program management. In coordination with the ACDP and Country Director, the BPM will perform representational and fundraising duties for the Bougainville office and will ensure that CARE's vision, mission and core values are promoted.

Key Responsibilities

- Participate in the development of a cohesive, focused and effective Bougainville Program through annual and long term strategic planning processes.
- Ensure that all Bougainville project development and implementation is consistent with strategic plans and CARE International and CARE Australia standards.
- Liaise and develop networks with government, non-government, partners and donors focused on Bougainville, promoting an understanding of CARE's work and to ensure the CO is informed of key trends and best practice.
- Support the development of new program and project opportunities and ensure they are of high quality and strategically aligned.
- Implement CARE PNG systems to ensure effective project management and implementation and contract compliance for Bougainville projects.
- Throughout the project cycle regularly monitor and review project implementation to ensure quality, contractual compliance and timely reporting.
- Together with the ACD Finance & Administration and ACD Programs, ensure Bougainville project staff take responsibility for and understand project expenditure, financial accountability and planning requirements.
- Support Bougainville program and project evaluations and ensure lessons learned are incorporated into current and future programming.
- Ensure appropriate representation of CARE's Bougainville program in programming, policy, coordination and information sharing forums.
- Where relevant, support the development and presentation of high quality concept papers, designs and proposals to a range of potential donors including CARE Members.
- Develop and maintain close relationships with relevant donors and counterparts.
- Coordinate the gathering and sharing of information on existing and emerging donor opportunities and liaise with ACD Programs in securing project funding.
- Promote the CARE International vision and, mission and program strategy among staff and partners.
- Implement CARE PNG's systems and mechanisms for documentation and sharing of lessons learned across the Bougainville program.
- Ensure timely preparation and submission of relevant project and information/ reports for CARE Australia and relevant CARE International offices.

- Provide the ACD Programs and CD with accurate and up to date advice of developments and issues in program and project implementation together with any necessary recommendations for action.
- Work in close partnership with the ACDs to ensure effective program operational support and compliance with key operational systems and processes.
- Ensure effective performance management for programming staff are conducted as required by CARE in Bougainville.
- Promote a safe and secure work environment, foster a safety and security culture and ensure consistent application of and compliance with CARE Australia and CARE International safety and security policies and procedures

Selection Criteria

Please provide a short statement against the following criteria:

- Extensive strategic and operational experience, preferably with an international NGO, in the management of large and complex multi-sector programs. Experience in the Autonomous Region of Bougainville of Papua New Guinea is highly desirable
- Demonstrated knowledge and experience of current best practice development approaches, tools and methodologies and extensive experience in project design, proposal development and project management.
- Demonstrated understanding of gender equality and women's empowerment.
- Demonstrated ability to build and manage complex and diverse stakeholder relationships.
- Demonstrated skills in leadership and management in a complex international setting, excellent people management skills and interpersonal skills including the ability to develop harmonious teams in a cross cultural context.
- Excellent written and verbal communication skills
- Ability to produce high quality work and balance competing priorities within demanding timeframes.
- Relevant tertiary qualifications.

CARE Australia Terms and Conditions for Overseas based staff

Employment Type:	Fixed Term
Position Title:	Bougainville Program Manager
Location:	Papua New Guinea
Duration:	12 months
Status:	Unaccompanied

Annual Remuneration Package:

Base Salary	63,187 USD
Hardship Allowance	11,518 USD
9.5% Superannuation or cash in lieu	7,097 USD
Total Package	81,802 USD

Hardship Allowance – 11,518 USD per annum

All overseas-based CA employees in permanent and project positions are provided with a hardship allowance in recognition that they face hardships living and working in certain countries outside Australia. Please note, this entitlement is only applicable to the successful candidate if the position is not based in their deemed country of residence.

Housing – includes rent, basic furnishings and utilities

Overseas employees can access a reasonable and acceptable standard of accommodation appropriate to their location and position to an agreed level set by the individual Country Office.

Travel to and from Assignment

Travel will be provided to employees when travelling to an overseas assignment and return to the home of record upon completion of contract period.

Transportation of Personal Effects – 100kgs to posting, 150kgs on return from posting

Transportation of personal effects will be provided by CARE Australia in accordance with the provisions in the CARE Australia HR Policy Manual according to length of deployment. This allowance helps meet the cost of transporting personal effects when overseas-based CA employees take up postings or return home from overseas postings.

Settling in allowance – 610 USD

To assist employees with miscellaneous expenses associated with setting up a new residence a Settling in Allowance of up to USD 610 is payable, on the provision of receipts. Please note, this entitlement is only applicable to the successful candidate if the position is not based in their deemed country of residence.

Rest & Rehabilitation Leave – 7 days leave including travel time to Cairns.

Employees located in Papua New Guinea will be entitled to access two Rest and Rehabilitation (R&R) leave provisions per 12 months. R&R entitlements are scheduled to be taken 4 months after commencement and then again at 8 months. The entitlement is then due at the same scheduled timeframe each year. Please note, this entitlement is only applicable to the successful candidate if the position is not based in their deemed country of residence.

Home Leave

Employees working overseas who have successfully completed 1 full year of service with no interruption. Annual Home Leave includes 7 days leave and return airfare to deemed country of residence. Please note, this entitlement is only applicable to the successful candidate if the position is not based in their deemed country of residence.

Superannuation

Australian residents under Australian Taxation Law are entitled to receive statutory employer contributions towards superannuation and CARE Australia is obliged to pay these contributions into an approved superannuation fund fully vested in the name of the employee. Non Australians receive cash in lieu of superannuation.

Expatriate Medical & Accident/Illness Insurance

Full details of the application of insurance cover provided is listed in the Expatriate Medical & Accident/Illness Information Booklet. This policy has the benefits, liability limits and conditions as detailed in the policy underwritten by Accident & Health International Underwriting Pty Ltd.

Cover applies only whilst you are an expatriate employee working outside of Australia or outside your deemed country of permanent residency or citizenship. Your accompanying partner and dependants will also only be covered whilst they are residing outside of their deemed country of permanent residence or citizenship.

Cover shall commence from the time you leave your normal residence or place of business in Australia or your deemed country, whichever is the place of departure for the commencement of the overseas posting. Coverage is continuous on a full-time 24 hours basis. Following completion of your overseas posting your cover will be maintained for a period of 2 weeks to allow sufficient time to travel home. Upon arrival home your cover will cease.

Extent of insurance coverage available may be limited by the legislation of the country of your posting.

This cover may not be applicable for accompanying partners and/or dependants if they take up employment with another organisation within the country of posting. They will need to ensure that appropriate insurance coverage is provided by their respective new employers.

Taxation for Australian expatriate staff

Please note that Australian tax residency is determined based on established principles within the taxation laws. It will depend on an individual's specific arrangements and circumstances. Residents and non-residents are taxed differently in Australia. You will need to take steps to ensure that your tax residency position has been correctly determined. Further information regarding tax residency can be obtained from the Australian Taxation Office (www.ato.gov.au) It is your responsibility to investigate any taxation obligations or requirements in the country in which you will be working. It is recommended that you seek independent financial advice.

Taxation for non-Australian expatriate staff

CARE Australia expatriate employees have the responsibility to investigate any requirements or obligations on their part to make payment of any income related taxation which may apply to them depending on their deemed country of residence.

How to apply and additional information

To apply:

You must complete the online Application Cover Sheet or a word version of the Application Cover Sheet. Links to these documents can be found with the advertisement on the vacancies page of the CARE Australia website: <http://www.care.org.au/vacancies>

Then email a brief statement addressing the Selection Criteria along with your current CV to: jobs@care.org.au The subject line of your email should read: **LAST NAME, First Name + Position Title + Position Location.**

Applications close: Midnight, Sunday 29 March 2015

Before submitting your application, please ensure you can answer 'yes' to the following:

1. Have you completed the coversheet?
2. Have you included your CV?
3. Have you addressed the Selection Criteria?
4. Have you included current contact details and clearly outlined which role you're applying for?
5. Is your application succinct and informative?

Questions about the role?

Please contact: Please contact Blossum Gilmour, Assistant Country Director Programs on blossum.gilmour@careint.org (please do not email applications to this address).

Child protection

CARE Australia is committed to protecting the rights of children in all areas we work around the world. Applicants are advised that CARE Australia reserves the right to conduct police checks and other screening procedures to ensure a child-safe environment. For more details, please read our [Child Protection Policy and Code of Conduct](#).

Gender, diversity and inclusion

A commitment to having a gender and diversity focus is essential to CARE pursuing its mandate. CARE Australia respects and values diversity, and does not discriminate on the basis of race, gender, ethnicity, age, religion or politics. This is reflected in our selection decisions which are made entirely through a merit selection process.

The recruitment process and expected timeframes

CARE Australia appreciates the time and effort taken to apply for a position with us. We are committed to ensuring all recruitment processes are fair, efficient and transparent and we are committed to equal opportunity and diversity in the workplace. Due to the volume of applications CARE receives, unfortunately we are unable to respond to all applicants or notify unsuccessful candidates who did not progress to interview. However, below is some information on how our recruitment processes generally work and expected timeframes:

- All vacant positions are advertised on our website;
- Unless otherwise stated, roles are advertised for a minimum of 2 weeks;
- We aim to complete the short-listing process within 2-4 weeks following the close date of applications; and
- Selection committee interviews are held for a select number of candidates either face-to-face or via the telephone, ideally within a month following application close date;
- Additional background checks may be required prior to interview such as Working with Children, Criminal History, Right to Work and Working Visas;
- Referee checking of the preferred candidates happens in the week following interviews. Referees will not be contacted without prior permission; and
- An Offer of Employment will ideally be made within a week of interviews.

If you have any requirements that need to be considered as part of this application process, e.g. interpreter, disability, longer time allocation for interview, etc, please do not hesitate to let us know.

Tips on how to prepare your application

Your application is the first step towards a rewarding career with CARE Australia and our first impression of you. Therefore, it is important that you give yourself the strongest opportunity to succeed right from the beginning. Our tips on applying for jobs is a helpful guide to writing your application, including responding to the selection criteria.

To improve your chances of selection we recommended that you:

- Thoroughly research CARE Australia, including our organisational goals, values, mission and vision;
- Carefully read the Position Description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications;
- Carefully read the Terms and Conditions and check whether you are eligible to apply, and that the salary and entitlements match your expectations; and
- If you wish to discuss the position, the selection process and the work environment, please phone the contact officer outlined in the candidate information pack.

Follow the online directions, complete all the necessary fields and provide all relevant information so your application is submitted correctly. The steps are as follows:

1. Underneath the links to the Position Description and Terms and Conditions, at the bottom of each vacancy announcement there are two links to the CARE Australia Application Cover Sheet either complete it via the website (preferable) or download the WORD version and email it along with the rest of your application documents. Ensure you answer all questions in our Application Cover Sheet.
2. Prepare your CV which clearly outlines your qualifications, contact details, career history, including your responsibilities and achievements in each of your roles, and any other relevant information.
3. Respond to the Selection Criteria which assists the Selection Committee to assess your suitability for the position. We recommend approximately half a page responses to each criteria.
4. Email your CV, response to the selection criteria and coversheet (if you were unable to submit it online) to jobs@care.org.au.

To ensure an informed assessment of your suitability and claims for the position it is recommended that you complete all three parts in the application process. Please note that applications can only be submitted by email.

Tips on how to prepare a CV

Your CV is one of the most useful tools in demonstrating your suitability for a role. When preparing your CV it is important to remember the following:

- Keep it simple and succinct, we recommend approximately 2-4 pages;

- List your relevant work experience in chronological order, starting from your current or most recent role;
- Do not just outline each position and employer, be sure to include your responsibilities and achievements whilst in each position;
- Ensure relevant personal information is provided such as your name, contact number, address and email address as well as any period where you might be un-contactable;
- List your qualifications, the institute in which you received them and the year;
- Outline at least 2 professional referees, their current role, contact details and their relationship with you. Friends, colleagues and associates are not suitable as referees.;
- Explain any gaps in your career (travel, having a family etc);
- Outline any relevant volunteering opportunities;
- Do not use abbreviations, slang or jargon; and
- There is no need to insert pictures or graphics, or attach any certificates or referee reports.

Tips on how to respond to selection criteria

It is important to not only rely on your CV when submitting an application. When addressing the selection criteria it is important to:

- Provide a clear and succinct statement against each selection criteria. We recommend approximately half a page for each criterion;
- Ensure you clearly understand what is meant by each criterion before preparing your response;
- Briefly outline how your skills, experience, qualities and knowledge enable you to meet the criteria and perform highly in the role, include an overview of your relevant experience, responsibilities, achievements and examples to demonstrate your suitability for the position. Your resume is a good place to look first at determining your relevant skills, experience and achievements;
- Use relevant and specific examples to support your claims, and clearly outline what your role was in the example;
- When structuring your responses you may consider utilising is the STAR model – that is:
 - Situation** – provide a brief outline of the situation or setting
 - Task** – outline what you did
 - Approach or action** – outline how you did it
 - Result** – describe the outcomes
- Be honest and factual; and
- Edit, proof and re-read several times to ensure there are no errors and that you have answered all aspects of the criterion.

Why work for us?

CARE Australia is one of Australia's largest international aid and development agencies. By working for CARE Australia, you will make a direct contribution to the ongoing fight to address global poverty. As an organisation that pursues best practice in the work we do, we seek to support our staff through offering a comprehensive package of salary and benefits to complement and enhance your work with us.

Here is a brief list of some of the benefits available to CARE Australia staff. Note that outside of Australia, some benefits may vary from country to country to take into account local needs and differences.

Packaging

As part of your overall salary, all Australia-based employees have access to our flexible and generous salary packaging scheme which you can tailor to suit your own needs. Our salary scales are reviewed annually to reflect the cost of living.

Workplace diversity and flexibility

As part of our business commitment to Gender Equity and Diversity, we recognise that our staff may need flexibility to manage their life outside of the office. At CARE Australia, we have a range of creative solutions that may be negotiated where possible, on a case-by-case basis, to help you balance work with life. Examples include alternative or reduced hours or job sharing arrangements.

Performance management

Our performance management framework helps you work closely with your manager to plan, manage, review and give feedback about your performance throughout the year, leading to a salary review based on your continuous improvement. Team work is part of our culture and we provide training to our staff and managers in communication and decision making skills to ensure we remain engaged with the work we do.

Leave entitlements

CARE Australia employees have access to standard annual, personal leave and additional leave in recognition of long service. We have paid Parental leave, and for staff on overseas postings we offer rest and rehabilitation leave and annual home leave in recognition of difficult working conditions.

Professional development

Our employees are amongst the best in their fields, and if an opportunity exists to help you continue to build your professional skills and prepare for future aspirations, our Professional Development opportunities will help you do just that. Ongoing staff who have been with us for longer than 12 months have the chance to apply for our Study Support scheme – helping you with reimbursements towards gaining a formal tertiary qualification.

Employee Assistance Program

Our company-paid Employee Assistance Program provides support to our staff and their immediate family members through a free counselling service where any work or personal issues can be discussed confidentially.

Please note, this represents just a small selection of the benefits available to CARE Australia staff and does not constitute a legally binding document. Entitlements and other development opportunities are often subject to a qualifying period.

Privacy Statement

Your privacy is important to CARE Australia (CARE). Please read this privacy policy carefully as it describes how we handle your personal information.

CARE is committed to protecting and securing the privacy and confidentiality of your personal information. If at any point you want to know more about our policy, or are worried about your own details, or have ideas on how we can improve our practices, do let us know via jobs@care.org.au.

Importantly, CARE is bound by the Privacy Act 1998 (Cth) (the “**Privacy Act**”) and the privacy provisions of other applicable legislation. In particular, CARE must adhere to the *Australian Privacy Principles* (“**APPs**”) in relation to collecting, holding, using, disclosing, securing and allowing access to your personal information.

We may revise this privacy policy from time to time by publishing a revised version on our website. That revised version takes effect from the time it is published.

Collection of personal information

CARE collects and uses personal information about you in relation to your application for employment of volunteer/intern engagements with CARE.

Your information is collected from you at the time you complete your application for employment or volunteer/intern engagement through our recruitment system. From time to time we may obtain personal information from third parties such as referee reports. When we do so, we will take reasonable steps to ensure that we make you aware of the collection of your information in accordance with Australian privacy law.

‘Personal information’ simply put is any information or opinion that can identify or be used to identify you.

During our recruitment process, CARE may conduct some or all of the following pre-employment screening checks:

- Confirmation of qualification/education levels;
- Confirmation of previous employment;
- Criminal history/background checks;
- Working with vulnerable children;
- Health check; and
- Reference checks.

Why does CARE Australia collect this information?

- To determine your suitability for employment or volunteer/intern engagement.
- So we can complete all necessary steps in preparing you for your employment or volunteer/intern engagement should you be successful.
- So we can contact you about your current application or future employment or volunteer/intern opportunity.

Disclosure of personal information

The information you provide us with will be disclosed to the CARE HR Branch and selection committee members directly involved with the recruitment process.

How CARE stores your personal information

Your information will be stored by our recruitment provider in the cloud on services located in Australia. We require this third party provider, through our agreements with them, to comply with our security guidelines and privacy laws.

Access to personal information outside Australia

We are an international organisation with internal information sharing between our country offices. This means that it is possible your personal information may be shared with our offices based outside Australia if selection committee members are based overseas.