

Information for Applicants – Long Term Adviser

Position Title:	Grants Specialist
ARF Professional Discipline Category:	C
ARF Job Level:	2
ARF Monthly Rate Band:	AUD8,026 to AUD10,032 <i>*tax-free status may apply for Australian residents</i>
Position Location:	Port Moresby, Papua New Guinea
Contract Duration:	13 months
Estimated Mobilisation Date:	25 March 2019
Application Closing Date:	Friday 4 January 2019, 5pm AEST

Overview

Thank you for your interest in this position.

This document includes information on the following:

- Program overview;
- Introduction to Abt Associates;
- Application process;
- Definition of a Long Term Adviser (LTA);
- Overview of the compensation and benefits associated with LTA roles;
- Terms of Reference; and
- Key Selection Criteria.

Please read this document carefully as applications that vary from the specified requirements may not be accepted.

Please be advised that the mobilisation of this position is subject to approval by the Department of Foreign Affairs and Trade (DFAT).

Abt Associates – Who We Are

Abt Associates is a mission-driven, global leader in research, evaluation and implementing programs in the fields of health, social and environmental policy, and international development. We work with our clients to implement bold, innovative solutions to improve the lives of the community and deliver valued outcomes for our clients. Abt Associates is regularly ranked as one of the top 20 global research firms and one of the top 40 international development innovators. We provide a comprehensive range of services from policy to service delivery in the public and private sectors, contributing to long term benefits for clients and communities. Abt Associates is an organisation that has a personal commitment to its staff and as such we value the long-term relationships that we build with the people who work for us.

For more information about our company and what we do visit our website at www.abtassoc.com.au.

Our Values

Mission-Driven.

We are united by our mission to improve the lives of people worldwide.

Global.

We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today's world.

Committed to Excellence.

We strive to meet and exceed the highest professional standards.

Collaborative.

We know that working collaboratively produces excellence.

Accountable.

We take responsibility for what we do and how we do it.

Balanced.

We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.

Preparing Your Application

Please read the following information carefully as incomplete applications may not be accepted.

To submit an application:

1. Visit the Abt Associates website (www.abtassoc.com.au) and navigate to the 'Careers' section.
2. Locate the position you are applying for and select 'Job Details'.
3. Click on the 'Apply Online' button and follow the prompts.

It should take between 10-20 minutes for you to complete the online application. Before submitting your application it is recommended that you have the following documentation prepared so that these can be readily uploaded during the application process:

1. An electronic version of your CV in MS Word or PDF format (less than 3MB);
2. A statement addressing the key selection criteria (maximum 3 pages). This document should clearly describe how your skills, experience and qualifications will enable you to meet the requirements of the position; and
4. Details of at least 3 professional referees (preferably your current supervisor and two 2 previous supervisors).

Other Points to Consider:

1. If you are successful in being short-listed or are selected for this position you may be required to undertake a police check, psychometric test and/or a medical examination, and any other tests or checks deemed necessary.
2. A performance assessment will be undertaken for all advisers at least annually and upon completion of their appointment. By submitting your application for this role you are consenting to Abt Associates undertaking this assessment and to providing a record of this assessment to DFAT for inclusion in their adviser database.

Further information on the performance assessment requirements and process can be accessed from the DFAT website at DFAT Adviser Remuneration Framework.

DFAT Aid Adviser Remuneration Framework

DFAT implements an Aid Adviser Remuneration Framework (ARF) that defines its policies and procedures for determining the remuneration of commercially contracted international advisers. The ARF requires that advisers are paid in accordance with market-based remuneration rates and a prescribed set of allowances.

Further information on the current version of this framework can be accessed from the [DFAT Aid Adviser Remuneration Framework](#).

What is a Long Term Adviser?

A Long Term Adviser (LTA) role is considered any appointment that is six (6) months or longer in duration.

Compensation & Benefits – Long Term Adviser

In accordance with the ARF, the compensation and benefits associated with this Long Term Adviser position are outlined below:

1. A monthly *Professional Fee* paid in arrears at the end of each calendar month. This fee is *inclusive* of any applicable superannuation (paid in accordance with legislation as amended from time to time).

The rate band for this position is: **AUD8,026 to AUD10,032** per month.

N.B. This position is likely to be tax-free for Australian residents. Advice from an international taxation specialist should be obtained to confirm your eligibility for tax free status.

2. Where the position and project makes provision, a project vehicle.
N.B. A vehicle contribution amount of AUD400 per month will be deducted from your Professional Fee should a project vehicle apply.
3. Travel and medical insurance for the adviser and any nominated accompanying dependants.

If this Long Term Adviser position requires an individual to relocate from their primary country of residence to undertake this role, they will also be entitled to:

1. Economy class mobilisation and demobilisation flights for the adviser; and return economy class mobilisation and demobilisation flights for any accompanying dependants. Where a single leg of a journey exceeds 4 hours, a business class flight will apply for the Adviser.

N.B. Dependants are persons (spouse, partner and/or child under 21 years of age) who have a close personal relationship with the adviser, share accommodation or housing with the adviser, and who are provided with financial or domestic support by the adviser.

2. Reimbursement of rental accommodation costs up to the value of **Kina 25,000** per month (inclusive of VAT/GST).

N.B. This is an DFAT discretionary allowance and is only applicable for those advisers whose accompanying dependants are not currently in receipt of such an allowance from DFAT or any other employer.

3. A monthly Mobility Allowance between:
 - **AUD1284.16 to AUD1565.92** per month (Unaccompanied LTA)
 - **AUD1926.24 to AUD2,348.88** per month (Accompanied LTA mobilising with dependants)

N.B. This is an DFAT discretionary allowance and is only applicable for advisers who have relocated internationally for this role and whose accompanying dependants are not currently in receipt of such an allowance from DFAT or any other employer.

4. A monthly fixed and flat rate Mobility Allowance Supplement of AUD1,368 per month for eligible LTA's.

N.B. This allowance is only applicable for advisers who have relocated internationally for this role; whose accompanying dependants are not currently in receipt of such an allowance from DFAT or any other employer; who are accompanied by at least one dependant child under the age of 21 years and the child attends school at any level between kindergarten through to year 12; and who has submitted the necessary documentation to confirm the enrolment of each dependant child in accordance with DFAT's requirements.

5. A Mobilisation/Demobilisation Allowance to provide reimbursement for appropriate mobilisation and demobilisation expenses. This can include:

- a. Excess baggage (up to 25kg total); and/or
- b. Sea/air freight for personal belongings.

N.B. This allowance, as it applies to sea/air freight, is based on cubic meters and is determined upon the number of accompanying dependants. Reimbursement is made to the adviser by Abt Associates upon the presentation of a valid receipt.

Lodging Your Application:

All applications should be submitted online through our website at:

<http://www.abtassociates.com.au/careers/job-search/>

We welcome and thank all applications, however due to the high volume of applications received, only short-listed candidates will be contacted.

Should you experience any difficulties with the submission process, or have any questions about this role then please contact:

Contact Name: Anne Yale

Email: anne.yale@amspng.org

Terms of Reference

The Services that the adviser is to provide include, but are not limited to, fulfilling the following Terms of Reference:

Position Title:	Grants Specialist
Program:	Abt PNG Management Services
Reporting To:	Grants Manager
Duration:	February 2019 To April 2020
Adviser Classification	Long Term Adviser (LTA)
Discipline Group/ Job Level	C2
Location:	Port Moresby, Papua New Guinea (Occasional domestic travel required).
Program Overview:	<p>Abt PNG Management Services is a shared services platform implemented by Abt Associates, that supports an innovative suite of governance partnerships in Papua New Guinea. These partnerships contribute to the overarching Papua New Guinea – Australia Governance Partnership and aim to further security, stability, basic service delivery and inclusive growth for all Papua New Guineans. The partnerships supported by Abt PNG Management Services include the:</p> <ul style="list-style-type: none"> • Public Sector Leadership and Reform Partnership • Decentralisation and Citizen Participation Partnership • Economic Governance and Inclusive Growth Partnership • Kokoda Initiative Partnership • Bougainville Partnership • PNG Partnership Fund <p>As a shared services platform, Abt PNG Management Services enables improved coordination and responsiveness, ability to leverage investments, management and operational cost efficiencies, consistency and standardisation, a greater capacity for sharing knowledge, analytics and learning, and performance assurance.</p>
Position Overview:	<p>The Grants Specialist is responsible for providing strategic review and assessment of grant proposals and negotiating changes to proposals where necessary to ensure grants meet the program needs and are in line with relevant frameworks. The role is responsible for drafting grant agreements, securing internal/external approvals and ongoing management of grant agreements. The Grants Specialist will establish and maintain effective relationships with grant recipients and the Client and is responsible for accurate reporting and data control.</p>
Specific Responsibilities:	<ul style="list-style-type: none"> • Review and assessment of Concept notes, proposals, tenders and provision of feedback to potential Grantees and negotiation of work plans, budgets and project scopes • Prepare and negotiate grant agreements • Secure and document internal/external approvals • Undertake due diligence and fiduciary checks of potential Grantees and pre and post-award capacity assessments of Grantees • Manage a suite of grants from end to end, including ongoing monitoring and ensuring compliance with all grant conditions

	<ul style="list-style-type: none"> • Provide advice and support to Grantees to ensure Grantees are informed of upcoming reporting and deliverable deadlines and are supported to meet these grant conditions • Provide training on Abt’s grant management tools when required • Provide support, mentoring and supervision to internal and external stakeholders when required • Prepare reporting and maintain accurate document and data control • Draft and update grant management templates as required • Undertake other duties as required
<p>Key Requirements:</p>	<p>Qualifications</p> <ul style="list-style-type: none"> • Appropriate tertiary qualifications in law, social sciences, accounting, finance or a related discipline. <p>Knowledge</p> <ul style="list-style-type: none"> • Detailed knowledge of end-to-end processes for grant establishment, management and closure; • Deep understanding of Grant Agreements, compliance and audit requirements; • Ability to provide timely, well considered advice to internal and external stakeholders for the development and design of: concept notes, proposals, design documents, budgets, work plans, implementation schedules, Monitoring & Evaluation and log frame development. <p>Skills/Experience</p> <ul style="list-style-type: none"> • Minimum five years professional experience in grants management and/or complex contract management; • Superior analytical, written and verbal communication skills with the ability to produce quality reports and other documents concerning complex matters for a variety of stakeholder forums; • Demonstrated contract and program management experience; • Significant experience dealing with a broad range of partner organisations including International Non-Government Organisations (NGOs), academic and research institutions, Corporations, and local & community based civil society organisations; • Competence in undertaking due diligence and pre or post-award assessments of grant recipient organisations. <p>Personal Attributes</p> <ul style="list-style-type: none"> • Tenacity, and the ability to deal with multiple projects across a range of stakeholders; • Tact and diplomacy when dealing with sensitive & confidential material; • Ability to build quick rapport with various individuals and groups across a very broad range of organisational and community settings.

Key Selection Criteria

For your application to be considered by the panel, interested applicants must submit a response to each of the following Key Selection Criteria:

KSC 1. Appropriate tertiary qualifications in law, social sciences, accounting, finance or related discipline;

KSC 2. Detailed knowledge of end-to-end processes for grant establishment, management and closure; with Deep understanding of Grant Agreements, compliance and audit requirements;

KSC 3. Ability to provide timely, well considered advice to internal and external stakeholders for the development and design of: concept notes, proposals, design documents, budgets, work plans, implementation schedules, Monitoring & Evaluation and log frame development.

KSC 4. Minimum five years professional experience in grants management and/or complex contract management; Significant experience dealing with a broad range of partner organisations including International Non-Government Organisations (NGOs), academic and research institutions, Corporations, and local & community based civil society organisations;

KSC 5. Competence in undertaking due diligence and pre or post-award assessments of grant recipient organisations.

If no response to the above Key Selection Criteria is made, applications will not be considered further

Abt Associates is an Equal Opportunity Employer, committed to upholding high standards of Child Protection, Anti-bribery and Fraud Protection.

We encourage applications from experienced and capable women, and people with disabilities.