

Joint Selection Team Services

TERMS OF REFERENCE

Position Title	Indonesian member of the Joint Selection Team (JST)		
Project	Australia Awards in Indonesia (AAI) 2018-2022		
Reports to	Deputy Program Director		
Duration of Assignment	Short Term Inputs - periodic		
Location	Indonesia		
Adviser Remuneration Framework			
Further information about the Adviser Remuneration Framework Click Here			
Discipline (A, B, C, D)	C	Level (1,2,3 or 4)	3

Program Overview

Australia Awards in Indonesia is part of the Australian Government Australia Awards initiative designed to promote knowledge, education links and enduring ties between Australia, the Asia Pacific region and the global community. The overarching goals of Australia's development awards are: To support partner countries to progress their development goals and have positive and productive relationships with Australia, contributing to security and economic growth in the region

The Purpose of the Program in Indonesia is that: Indonesian alumni are using their new knowledge, skills and attitudes to contribute positively in their professional field and communities in Indonesia; and support the people and institutional linkages between Indonesia and Australia.

Position Summary

The Joint Selection (JS) process involves Indonesian officials, researchers and academics working in partnership with Australian academics to evaluate and rank candidates who meet the eligibility and selection criteria and have the best potential to contribute to the Program goals and objectives on return to Indonesia. This will be done through one selection round per year whereby the JST will be required to interview potential scholarship awardees. This process will include ranking scholarship candidates through assessments and panel interviews conducted in Indonesia.

Not all pre-qualified members approved for the JS pool will be included in each JS team. Each JST member must operate in accordance with the Australia Awards in Indonesia Program Guidelines (refer www.australiaawardsindonesia.org) and the JS processes.

Each member must not operate as representative of their university or organisation, but as an independent member of a selection team.

This position is for Indonesian nationals.

JST Key Responsibilities

The Joint Selection Team (JST) will comprise of Indonesian members who work in partnership with Australian members.

Responsibilities:

- Participate full time in selection process (approx. 2-3 weeks, annually);
- Participate in panel interviews conducted across the Indonesian archipelago, contributing to fair and transparent processes to assess applicants;
- Contribute to discussions on the relative merits of applicants, following guidelines agreed with the panel chairperson;
- Score applicants fairly against the selection criteria;
- Prepare detailed electronic reports daily on each candidate interviewed and sign-off on final panel scores and consolidated comments on each candidate interviewed; and
- Execute the highest degree of professional integrity including neutrality and maintaining confidentiality throughout and after the nomination exercise.
- Work as a liaison between Australian JST members and Indonesian candidates.

Activity Outcome(s):

- Participating in the JST panel to interview short-listed candidates;
- Participating in the Briefings related to selection process;
- Supporting the JST Team Leader to ensure transparency of processes and decisions; and
- Providing comprehensive written interview details and feedback regarding the interview process.

Selection Criteria

Qualifications for Indonesian members of the JST

- Masters or PhD from an Australian university.
- Candidate should possess high level proficiency in spoken and written English.

Experience

- Experienced academic/researcher with more than 5 years of experience since conferral of doctorate;
- Experience in postgraduate supervision preferably with Australia Awards and Indonesian students;
- Experience in selection of candidates for postgraduate study and/or scholarships;
- Studied in Australia under an Australian government scholarship (desirable);
- Experience in institutional development and/or human resource development;
- Direct work experience in the private/corporate sector desirable:
- Experience in developing and maintaining positive and effective working relationships;
- Experience in working under pressure and to tight deadlines;
- Experience using word processing, spread sheet and database systems;
- Fluency in speaking, reading, and writing English language;
- Experience assessing and reviewing applications;
- Experience in consulting and negotiating with clients; and
- Experience assessing candidate's performance and potential.

Knowledge

The JST members must be familiar with:

- The aims and objectives of DFAT's scholarships initiative (<http://www.DFAT.gov.au>) and the latest developments in DFAT's development cooperation policy with Indonesia;
- The aims and objectives of the Australia Awards in Indonesia (<http://australiaawardsindonesia.org>);
- Indonesian country context, especially the Country Profile, development priorities, fields of study, Country Strategy and scholarship types and levels;
- Demonstrated knowledge of Australian postgraduate courses and an academic field or fields within the development priorities of the Australia Indonesia Country Program Strategy;
- Demonstrated knowledge of Australian and Indonesian tertiary education systems;
- Knowledge of private/corporate sector human resource development policies and priorities;
- Knowledge of DFAT's scholarships program, in particular within Indonesia;
- Knowledge of the structure and functions of the Government of Indonesia; and
- Knowledge of the development context and priorities in Indonesia.

Personal Attributes

- Ability to work well in a team;
- Interpersonal skills and sensitivity in dealing with cultural differences;
- Sound judgment enabling evaluation of applicants and their potential to succeed;
- Objectivity and neutrality in working for the Program as a whole and not for their own institution/organisation; and
- Ability to determine and review priorities to meet tight deadlines.

Child Protection

Coffey is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

About Coffey

Coffey has a 40-year history in successfully delivering international development projects on behalf of donors right around the world, including Australia's Department of Foreign Affairs and Trade, USAID and the UK's Department for International Development. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.