

Job description

Infrastructure Adviser, Governance for Growth – Port Vila, Vanuatu

Governance for Growth (GfG) is a partnership between the Vanuatu and Australian governments which aims to address obstacles to broad-based growth and service delivery that can be overcome through effective governance. An important feature of GfG is the management approach. Leadership of the program is firmly vested with the Government of Vanuatu, with the program operating on the principles of partnership, flexibility and responsiveness to the government's priorities. New GfG investments in infrastructure are expected to contribute directly to social and economic development, employment and improved service delivery.

Objective

The objective of the Infrastructure Adviser is to provide advisory support to AusAID's Governance for Growth Program in developing and implementing effective and efficient AusAID-funded infrastructure sector initiatives.

Outcomes

The Infrastructure Adviser will support the GfG to:

- Build and maintain strong professional relationships between GfG and key GoV counterparts, particular the Prime Minister's Office, Ministry of Finance and Economic Management and Ministry of Infrastructure and Public Utilities;
- Provide AusAID/GfG in Vanuatu with high quality policy, design and technical support on issues related to infrastructure planning, construction and maintenance in a small island developing country context. This same support will be extended to key GoV counterparts as required;
- Contribute positively to GoV's development of policy and strategies related to the efficient and effective delivery and maintenance of critical economic infrastructure, particularly those related to transport;
- In line with relevant GoV policy and bilateral development agreements between Australia and Vanuatu, lead the design and implementation oversight of a portfolio of short, medium and long term infrastructure programs/projects to be supported by GfG; and
- Assist/lead preparation of internal AusAID briefing, reports and other quality assurance processes as requested by the GfG Director.

Responsibilities

Under the supervision of the GfG Director, the Infrastructure Adviser will be responsible for:

- Working with program staff to ensure high quality design and implementation of infrastructure initiatives, primarily in transport infrastructure (both rural and urban);
- Leading program oversight of supported initiatives, including appraisal of performance of contractors/implementing partners (including government);
- Leading AusAID technical support with/to Government of Vanuatu and other development partners on joint infrastructure initiatives;
- Leading the identification and management of any external Technical Assistance inputs required to support, review or audit AusAID supported infrastructure initiatives;
- Leading preparation and/or coordination of project documents including designs, reviews and impact analysis;
- Lead preparation of internal and external briefing, reports and quality assurance documentation as required;

- Ensure all AusAID funded infrastructure activities are designed and implemented in accordance with Government of Australia and Government of Vanuatu policies and guidelines; and
- Supporting, developing and maintaining effective relationships with relevant stakeholders especially staff and Advisers within MIPU, PMO, MFEM, other GoV agencies, AusAID and other donors active in the infrastructure sector.

Outputs/Deliverables:

Outputs/deliverables will be further defined in the Infrastructure Adviser's work plan but will initially include:

- Timely and accurate reports, in accordance with AusAID quality processes, for supported infrastructure initiatives.
- Strategic contributions to policy development and program delivery activities;
- Timely and accurate budget management plans (forecasts and actual) for supported and/or planned infrastructure initiatives;
- Timely and value for money engagement of Technical Assistance inputs required to design, support, review or audit infrastructure initiatives;
- Timely and quality briefing (primarily written) on infrastructure policy and project delivery matters; and
- Effective partner agency counterpart contributions to initiatives.

Reporting Requirements

The Infrastructure Adviser will provide the following reports to AusAID:

- A workplan for the period until the due date for the first Six-Monthly Progress Report. Timing of the submission of this report is to be negotiated with, and agreed by AusAID;
- Quarterly Progress Reports;
- Six-Monthly work plans, which will form the basis of reporting to the GfG Director and the GfG Management Committee;
- A final report due one month prior to the completion of the contract.

The content, format and timing of the above reports will be confirmed with AusAID and GoV on commencement of the position.

Counterparts

The Infrastructure Adviser will work closely with:

- GfG Director and other staff within GfG and AusAID;
- The Director General of MIPU, the Director of Public Works Department (PWD) and other key officials within GoV with responsibilities in the infrastructure sector;
- The Director of the Department of Strategic Planning and Policy Coordination within Prime Minister's Office;
- The Team Leader of the VTSSP and any other GfG supported infrastructure initiatives; and
- As required, individual contractors within the GfG portfolio and AusAID.

Qualifications and Experience

Essential:

- A tertiary qualification (advanced favoured) in Public Administration or Management, Transport Economics, Engineering, Project Management or another similar field;

- At least 15 years professional experience and demonstrated ability at a senior management level in planning, policy coordination and public sector reform related to the transport sector;
- Sound knowledge of transport policy, infrastructure and public financial management issues affecting developing countries;
- High level communication, writing and inter-personal skills including cross-cultural awareness and gender awareness. Fluency in English is required; competency in Bislama would be advantageous; and
- Experience in, or a demonstrated understanding of, business practices and public sector work in a developing country context (preferably in the Pacific or other small island states).

Desirable:

- An understanding of the social, cultural, political and institutional factors affecting development in Vanuatu; and
- Proven ability to manage a suite of development activities in a developing country, preferably including experience in the start-up of development projects or facilities.

Location

The Infrastructure Adviser will be based in the GfG Program Office which is located in the Vanuatu Public Service Commission Building in Port Vila, Vanuatu, with occasional travel to the outer islands.

Duration and timing of assignment

Assignment duration is anticipated to be 24 months with option of a 12 month extension at AusAID discretion, commencing on or before 31 March 2012.

Remuneration

This position has been classified as Discipline Group D, Job Level 4 under the AusAID Adviser Remuneration Framework. The monthly remuneration rate for this position is expected to be between AUD14,335 and AUD17,918. Exceptional candidates who are able to demonstrate an outstanding performance record may be able to negotiate a monthly remuneration rate up to a maximum of AUD21,502. The successful candidate may also be eligible for a mobility allowance and housing costs in accordance with the Adviser Remuneration Framework. The Adviser Remuneration Framework is available at:

http://www.ausaid.gov.au/publications/pubout.cfm?ID=3994_1809_6357_1618_6763&Type.