



HR 02: Terms of Reference

Technical Officer (APS Partnerships)

National Remuneration Framework: ¹	Discipline Group C, Job Level 1
Counterparts:	Various Australian and Indonesian Government Agencies
Work Location:	Jakarta, Indonesia
Reports to:	Senior Government and Partnerships Advisor
Duration of inputs:	Full-time position, initially for 12 months
Activity Budget:	CoE: APS Partnerships

Summary of Expertise Required

Prospera is recruiting a Technical Officer position. This position will work in a team focused on the effective contribution of Australian Government agencies (hereafter Australian agencies) to outcomes agreed between Government of Australia and Government of Indonesia under Prospera.

The Technical Officer will work with Prospera's Australian agency members to deliver outcomes across all the Program's focus areas. S/he will work with all Australian agencies but will have a particular focus on those agencies collaborating on climate change and Indonesia's energy transition.

The Technical Officer will take a strategic view to harnessing opportunities that promote Australian agency effectiveness and partnerships; collaboration across Australian agencies and the Prospera advisory teams, such as through organisation of community of practice meetings and regular communications. This includes providing strategic guidance to Australian agencies on developing and implementing partnership activities with their Indonesian Government counterparts.

Under the leadership of Prospera's APS Work Unit Manager, the Technical Officer will also provide administrative support to Australian agencies, such as organising meetings or travel arrangements and managing sub-contracts.

Background

Prospera is comprised of advisors and Australian agencies that collaborate with their Indonesian counterpart agencies. The Australian agency members of Prospera are in the areas of finance and economic policy; public financial management and; public service policy and delivery. Prospera seeks to deliver outcomes with the Indonesian government across three breakthrough areas: Expanding markets creating job; Safeguarding economic and financial stability; and Improving government

¹ To be negotiated with the preferred candidate based on skills and experience and within funding limits.



finances and public service performance. Cross cutting expertise and support of these activities comes from Centre of Excellence staff focused on Gender Equality, Disability and Social Inclusion (GEDSI); institutional reform, data analytics and knowledge performance and learning.

The Technical Officer will report to the Head of the APS Team (the Senior Government Adviser) and follow the leadership of Prospera's APS Work Unit Manager. This team is one of four teams that comprise the Centre of Excellence at Prospera.

Scope of Work

The key roles and responsibilities of the position are to provide the following:

- Guidance to Prospera's Australian agencies to develop their activity plans, implement those plans, and deliver the related reporting and compliance needs in line with Prospera and DFAT requirements.
- Regular communications with the agencies on Prospera activities with a focus on the activities of Australian agencies.
- Support organisation of Community of Practice events, which are opportunities for the Australian agencies to share good practice, evidence-based policies, and organizational experience to help Indonesia deliver strong sustainable and inclusive growth.
- Under the leadership of Prospera's APS Work Unit Manager, provide administrative support to Australian agencies, such as organising meetings or travel arrangements and managing sub-contracts.

The position will work with all Australian agencies but will have a particular focus on those agencies collaborating on climate change and Indonesia's energy transition.

Selection Criteria – Qualifications and Experience

The candidate will possess strong qualifications and experience as follows:

1. High-level interpersonal, negotiation and communication skills, including at least 8 years of experience in cross cultural environments and international settings and in relevant positions.
2. Undergraduate degree in social sciences (e.g. economics, political science, public policy) or related science (such as climate change or energy transition) or similar. A postgraduate or other qualification is a plus.
3. Excellent written and verbal communications skills in English and Indonesian.
4. Demonstrated project management experience, including experience in organizing meetings, events, and travel and transport arrangements.
5. Substantial experience and knowledge and understanding of public policy issues and, ideally, experience of development policy so as to provide professional support to Australian government officials, senior Indonesian government officials and to engage with other development partners.

Overview of Prospera

Prospera is a A\$259 million eight-year program building on two decades of Australia's support for economic governance in Indonesia. Prospera incorporates 15 Australian Government agencies and



over 200 expert advisers and program staff from diverse backgrounds. Prospera also collaborates closely with the Katalis program to realise the benefits of the Indonesia-Australia Comprehensive Economic Partnership Agreement.

Prospera’s goal is to contribute to strong, sustainable, and inclusive economic growth in Indonesia through three breakthrough outcomes:

- **Expanding markets creating jobs:** Building a robust private sector that creates more high value jobs.
- **Safeguarding economic and financial stability:** Ensuring a strong foundation for sustainable and inclusive growth.
- **Improving public finances and government performance:** Enabling a modern, effective and responsible public sector.

Underpinning these breakthrough areas are three enablers: capable and coordinated institutions that support Indonesia’s development transition; gender equality and disability inclusion are advanced; and government of Indonesia and Australia partnerships strengthen.

Prospera commenced in March 2018 and will conclude in February 2026.

The following standard requirements apply for all Prospera team members:

<p>Confidentiality</p> <p>Due to the sensitivity of much of the information the position will encounter, there is an obligation, pursuant to the contract of engagement to maintain full confidentiality of information and to not disclose this to third parties without the express written approval of PROSPERA. In some cases, a separate confidentiality agreement may be required authorising the review of sensitive material.</p>	<p>Conflict of Interest</p> <p>The team member will use her/his best endeavours to ensure that a situation does not arise which may result in a conflict of interest. Where a conflict of interest or a potential conflict of interest arises in the performance of the obligations under this Terms of Reference, the team member must immediately notify the Chief of Operations</p>
<p>Knowledge and Performance</p> <p>The team member will support PROSPERA’s Knowledge and Performance team through reporting and communication products for knowledge capture and learning purposes. The team member will also support monitoring and evaluation through the supply of high quality data, participation in data collection methods and case studies that may arise from the inputs.</p>	<p>Diversity and Inclusion</p> <p>PROSPERA recognises the importance of embracing workplace diversity, specifically valuing the unique qualities, attributes, skills, and experience all employees bring to the workplace. PROSPERA is committed to supporting a positive work environment based on respect. These values should be reflected in the function and behaviour of all team members.</p>
<p>Code of Conduct</p> <p>The team member is to conduct themselves in a manner consistent with the <i>Public Service Act 1999</i> (Cth), (including the Australian Public Service Values and Employment Principles, and Code of Conduct) and the employer’s professional standards.</p>	<p>Policy Compliance</p> <p>The team member will work within Department of Foreign Affairs and Trade policy and PROSPERA guidelines on gender, child protection, poverty, the environment, human rights, and governance</p>