

Information for Applicants – Short Term Adviser

Position Title:	Legal Issues Adviser
ARF Professional Discipline Category:	D
ARF Job Level:	3
ARF Daily Rate Band:	AUD679 to AUD 929 <i>*tax-free status may apply for Australian residents</i>
Position Location:	Port Moresby, Papua New Guinea
Contract Duration:	Up to 220 days to March 2020
Estimated Mobilisation Date:	August 2018
Application Closing Date:	31 July 2018, midnight 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 Short Term Adviser (STA);
- Overview of the compensation and benefits associated with STA 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 Short Term Adviser?

A Short Term Adviser (STA) role is considered any appointment that is up to six (6) consecutive months in duration.

Compensation & Benefits – Short Term Adviser

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

The successful adviser will receive:

1. A daily *Professional Fee* (plus GST where applicable) to be paid monthly upon receipt of an invoice outlining the services provided.

The rate band for this position is: AUD679 to AUD 929

2. Comprehensive pre-departure and in-country briefings (security and role specific).
3. Reimbursement for expenses associated with visas, medical clearances and vaccinations.

If an adviser is required to move away from their home base to undertake this role (either domestically or internationally) they will also be entitled to:

1. Return economy flight for mobilisation and demobilisation for the adviser only.
2. A Per Diem of will be paid to cover reasonable living expenses.

N.B. This allowance is only applicable for those advisers whose partner and/or accompanying dependants (where applicable) are not currently in receipt of such an allowance from Australian Aid or any other employer.

3. Reimbursement of accommodation costs up to a certain value per day (inclusive of VAT/GST).

N.B. This is an Australian Aid discretionary allowance and is only applicable for those advisers whose partner and/or accompanying dependants (where applicable) are not currently in receipt of such an allowance from Australian Aid or any other employer.

4. Travel and medical insurance for the adviser only.

Lodging Your Application:

All applications should be submitted online through our website at: www.abtassoc.com.au.

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:	Legal Issues Adviser
Program:	Bougainville Partnership
Reporting To:	ABG Chief Secretary/ ABG Principal Legal Adviser
Duration:	220 days over 18 months to 31 March 2020.
Adviser Classification	Short Term Adviser (STA)
Discipline group/ job level:	This position is classified under the Adviser Remuneration Framework (ARF) as D3
Location:	Buka, ARoB
Partnership Overview:	<p>The Government of Papua New Guinea, Autonomous Bougainville Government and Government of Australia are working in partnership on a number of shared priorities in Bougainville. The partnership is strengthening governance and service delivery, promoting social cohesion and economic growth, and empowering women and youth.</p> <p>Objectives</p> <p>This partnership is working towards the following broad objectives:</p> <ol style="list-style-type: none"> 1. Autonomy and Effective Governance – Supporting the Autonomous Bougainville Government to become a more accountable and effective autonomous government. 2. Economic Development – Generating inclusive and sustainable economic growth in the Bougainville economy, with a specific focus on women, youth, and conflict-affected communities. 3. Peace, Stability and Community Cohesion – Working in partnership with the Autonomous Bougainville Government and local actors to strengthen the foundations for sustainable peace and stability.
Position Overview:	<p>The Adviser will provide support in the following critical areas:</p> <ul style="list-style-type: none"> • policy and legislative development; • delivery of legal services across the ABG (including understanding the legal requirements for action and, where needed, recommending improvement); • Implementation of Bougainville’s autonomy arrangements. <p>The Adviser will also be called upon to support other Partnership activities, to ensure coherence within Bougainville’s constitutional framework.</p>
Key Working Relationships:	<ul style="list-style-type: none"> • Chief Secretary • Secretary for Police, Corrective Services and Justice/Principal Legal Adviser • Other Departmental Heads • President and members of the Bougainville Executive Council

	<ul style="list-style-type: none"> • Director, Bougainville Partnership
<p>Key Responsibilities:</p>	<p>The Adviser will:</p> <ul style="list-style-type: none"> • guide policy development in ABG priority areas from a legal perspective (including through development of drafting instructions), and coordinate provision of external legislative drafting assistance • develop less complex draft legislation, including subordinate legislation and other instruments, as directed • support implementation of legislative initiatives through: training and other capacity building; and ensuring issuance of necessary subordinate legislation and other instruments • review existing legislation and legal processes and provide advice to ensure coherence, ease-of-use and suitability within the Bougainville context • support the Principal Legal Adviser in the provision of effective legal services to the ABG, including to the Bougainville Executive Council, Senior Management Committee and Senior Appointments Committee • mentor and support ABG legal officers in areas of legislative drafting, policy development and provision of legal services to government • collaborate with other advisers to the ABG, to enhance coordination and ensure planned activities are suited to the Bougainville legal context • advise the Bougainville Partnership in matters of strategic analysis and risk identification and mitigation • meet with the Director, Bougainville Partnership on a monthly basis, or as otherwise directed, to provide briefings on activities undertaken and to identify opportunities to support program effectiveness • provide advice to DFAT and MFAT, as required.
<p>Key Selection Criteria</p>	<p>Qualifications</p> <ul style="list-style-type: none"> • Degree in law from a university in a common law jurisdiction is essential • A relevant post-graduate qualification would be an advantage <p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of Bougainville’s autonomy arrangements and the constitutional framework within which it functions is essential • An understanding of international best-practice in legislative drafting, including plain language drafting, is desirable • An understanding of the constraints impacting on development and planning in developing countries (and small jurisdictions in particular) is desirable <p>Skills/Experience</p> <ul style="list-style-type: none"> • At least 10 years’ high-level cross-portfolio experience in provision of legal services (preferably in a government context) is essential • Sustained track record of delivering quality legal services in challenging and complex program environments is desirable • Experience working in a mentoring role for professional staff is desirable • Experience working in developing countries is desirable, with time spent in small jurisdictions (population < 1 million) an advantage <p>Personal Attributes</p> <ul style="list-style-type: none"> • Have high-level policy and analytical skills

	<ul style="list-style-type: none">• Be committed to principles of good governance, and respect for the rule of law• Have highly developed interpersonal skills• Be able to convey concepts clearly and concisely• Be able to work at the highest levels of government with confidence, competence and respect for the views of others• Be able to undertake activities in a participative and consultative manner• Possess mentoring skills and an ability to apply effective strategies for the transfer of knowledge and skills• Be willing to adapt to the constraints of a small island environment• Have respect for different cultural attitudes and expectations
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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:

1. Degree in law from a University in a common law jurisdiction;
2. An understanding of Bougainville’s autonomy arrangements and the constitutional framework within which it functions;
3. An understanding of international best-practice in legislative drafting, including plain language drafting;
4. An understanding of the constraints impacting on development and planning in developing countries (and small jurisdictions in particular);
5. At least 10 years’ high-level cross-portfolio experience in provision of legal services (preferably in a government context);
6. Sustained track record of delivering quality legal services in challenging and complex program environments.

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