

POSITION DESCRIPTION

Position:	Program Officer – Gender Equality, Disability and Social Inclusion (GEDSI)
Duration:	Long-term, full time (initial phase to June 2024)
Location:	Bangkok, Thailand
Reports to:	GEDSI Lead
Closing date:	11:59pm (Bangkok time) on Monday 22 April 2024

About P4I

Partnerships for Infrastructure (P4I) is an Australian Government initiative partnering with Southeast Asia to drive sustainable, inclusive, and resilient growth through quality infrastructure. P4I partners with Cambodia, Indonesia, Laos, Malaysia, Philippines, Thailand, Timor-Leste, Vietnam and the Association of Southeast Asian Nations (ASEAN).

P4I works with partners to strengthen infrastructure decision-making and practice across the transport, energy, utilities and telecommunications sectors. P4I's focus is on the early stages of the infrastructure lifecycle, including planning and prioritisation, financing strategy, and procurement.

The 4 main services offered by P4I are linkages with Australian government agencies and other institutions, technical and policy advice, infrastructure project advice and knowledge-sharing and learning. As the foundation of quality infrastructure, P4I also integrates gender equality, disability, and social inclusion, and disaster risk reduction and climate change considerations into all activities.

Delivered through a single team, P4I is led by the Australian Department of Foreign Affairs and Trade (DFAT) in collaboration with Ernst & Young, Adam Smith International, The Asia Foundation and Ninti One.

P4I has a regional program office in Bangkok, with staff also located in Australia and each partner country. More information about P4I is available at www.partnershipsforinfrastructure.org

The Role

This position is open to Thai nationals only. Please only apply if you are a Thai national.

The Program Officer – Gender Equality, Disability and Social Inclusion (GEDSI) position offers the right candidate the opportunity to be part of an exciting, multidisciplinary team working on Australia's flagship regional infrastructure program. This role will involve substantive program management and coordination support, e.g. coordinating development of activity pipelines, managing workplans, progress reporting, coordinating resource allocation, preparing briefings, contributing to knowledge pieces, etc.

The anticipated salary is 70,000 – 100,000 THB/month or equivalent.

Responsibilities

The position holder will be responsible for:

- Activity management and coordination: Use P4I's activity management system to support GEDSI integration and monitoring. Coordinate regularly with activity teams to ensure the GEDSI team has visibility of how GEDSI is being integrated into activities over time. Monitor and report on the progress of GEDSI team activities against the workplan.
- GEDSI Expert Panel coordination: Coordinate between the GEDSI team, Activity teams, Panel members, and Operations team to:
 - Document requests for panel support.
 - Screen for appropriate candidates from the Panel, in line with activity requirements.



- Verify Panel members' availability and facilitate connections between Panel members and activity teams.
- Together with activity teams, develop and issue tasking notes.
- Provide P4I background documents and participate in orientation to onboard panel members.
- Track overall panel usage to ensure a balanced and strategic approach to resourcing.
- Reporting: Working closely with the Performance team, document activity-level progress towards achieving GEDSI objectives, good practices of integrating GEDSI into mainstreamed activities, and other lessons learned to inform P4I's reporting requirements. This may include reviewing six-monthly Activity Results Reports, attending Country Results Review meetings, and following up with activity teams for additional details, among others.
- GEDSI Clinic tracking: Attend GEDSI Integration Clinic sessions (and other meetings as required); summarise key discussion points, recommendations, and next steps; and document session details on SharePoint for institutional memory and contribution to annual reporting requirements. Follow up and manage the workflow on action items
- Monitoring and tracking GEDSI Program Budget:
 - Develop and maintain an accurate record-keeping system for GEDSI Program Budget.
 - Provide monthly summary/updates on budget usage to the GEDSI team (and other in P4I team) and as needed.
 - Collaborate with GEDSI Lead, and Technical Advisory Team to ensure internal targets align with the GEDSI budget and are being met on a timely basis.
 - Provide GEDSI budget forecast, as needed.
- Other areas of support may include:
 - Providing ad hoc research, analytical support, and support to special projects.
 - Contributing to ad hoc updates and briefings requested by P4I Program Executive, DFAT Posts, or DFAT Canberra, and the GEDSI team.
 - Providing internal updates and information the One Team and secretariat function support during meetings.
 - Supporting other tasks as assigned.

Selection Criteria

The preferred candidate will have:

- Qualifications and professional experience in a relevant discipline (preferably in international development, economics, management, or social sciences).
- Excellent knowledge of standard office software and experience with database applications strongly preferred (e.g. Sharepoint, PowerBI and PowerAutomate).
- Strong English written and oral communication skills.
- Strong planning and organisational skills, including the ability to work effectively and confidently across a team to manage deadlines, communicate and follow up requests, and contribute to the improvement of program delivery processes and information systems.
- Demonstrated experience managing a range of tasks under tight timelines with competing priorities.
- Excellent liaison and coordination skills.
- Demonstrated ability to identify and address challenges confidently and proactively.
- Prior experience, training or education related to gender equality, women's empowerment, disability and social inclusion will be considered an asset.



How to Apply

Interested applicants are requested to submit a CV and a short covering note in an email with subject “[Candidate Name] – [Position Title]” to recruitment@partnershipsforinfrastructure.org.

Applications must be submitted by **11:59pm (Bangkok time) on Monday 22 April 2024**.

Due to the high volume of applications for P4I positions, only short-listed applicants will be contacted.

This position will be recruited through Adam Smith International (ASI). ASI is committed to continually improving the diversity of our workforce through the attraction, retention, and development of a diverse range of talented people. Women, people with disabilities, Indigenous and ethnic minority groups, and nationals of P4I's partner countries are encouraged to apply. We want people to be comfortable bringing their whole self to work and recognise that inclusion brings further opportunities for innovation and creativity.