

Position Title:	Governance and International Development Policy Assistant
Location:	Canberra
Reporting To:	Governance Practice and Deputy Technical Lead
Level:	3
Abt Associates Values:	<p>The incumbent must demonstrate a high level of commitment to following values of Abt Associates:</p> <p>Mission-Driven. We are united by our mission to improve the lives of people worldwide.</p> <p>Global. We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today's world.</p> <p>Committed to Excellence. We strive to meet and exceed the highest professional standards.</p> <p>Collaborative. We know that working collaboratively produces excellence.</p> <p>Accountable. We take responsibility for what we do and how we do it.</p> <p>Balanced. We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.</p>
Duty Statement:	The Policy Assistant will work as a member of the Abt Associates Governance Practice to undertake governance analysis, project design, implementation and review tasks, program coordination, business development and client representation tasks. All work will be related to either winning new business in international development (especially governance) for the Practice, or delivering on existing consultancies and providing governance support for existing Abt Associates development projects (managed out of both Australia and the UK).
Specific Duties:	<ul style="list-style-type: none"> • Review and/or contribute to key aspects of program delivery in Abt's international development projects (including design, strategy development, monitoring and evaluation); • Undertake secondary / literature research; • Undertake policy analysis; • Data collection, analysis and production of knowledge products; • Provide advice and scrutiny on Abt aid program documents; • Support or lead aspects of Governance Practice business development work, and; • Other duties as requested by the Governance Practice and Deputy Technical Lead and the Principal Technical Lead – Governance.
Core Competencies:	<ul style="list-style-type: none"> • Delivers Results; • Builds Internal and External Customer Satisfaction and Loyalty;

	<ul style="list-style-type: none"> • Develops People; • Communicates; • Sets Vision and Direction; • Demonstrates Sound Financial and Business-Related Practices; • Builds Teams and Cooperation; • Promotes Technical Excellence and Quality; • Promotes Diversity; and • Acts as a Role Model
Key Requirements:	<ul style="list-style-type: none"> • Masters degree (or nearly completed) in relevant area such as economics, international or community development, international relations, public policy analysis, sociology, anthropology and political science (equivalent and strong practical experience in international development will be considered in lieu of a degree if required); • An interest and passion for politics, foreign aid and international development; • Demonstrated ability to show initiative, work well in a team and operate with minimum supervision; • Demonstrated ability to undertake literature reviews, and collect and analyse data; • Resilience and adaptability – not afraid to pick up work, quickly get up to speed and ‘learn by doing’; • Demonstrated ability to work cross-culturally, with people from different organisations and uphold the values of respect and equity in all interactions; • An interest in and understanding of governance will be highly regarded; and • Must be able to travel internationally, including at short-notice, and hold a valid passport.