

INFORMATION FOR ADVISERS – PACTAM2

Preparing Your Application

Please read the following information carefully as incomplete applications may not be accepted.

To submit an application:

1. Visit the Scope Global and navigate to the 'Careers' section. Locate the position you are applying for and select 'Job Details'.
2. Click on the 'Apply Online' button and follow the prompts.
3. It should take between 30-40 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 (less than 3MB);
2. A statement addressing the key selection criteria (maximum three (3) pages). This document should clearly describe how your skills, experience and qualifications will enable you to meet the requirements of the position; and
3. Details of at least three (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 will be required to undertake a police check, psychometric test and a medical examination.
2. An annual 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 Scope Global undertaking this assessment and to providing a record of this assessment to Australian Aid for inclusion in their adviser database.

Further information on the performance assessment requirements and process can be accessed from the Australian Aid website at [Australian Aid Adviser Remuneration Framework](#).

Australian Aid Remuneration Framework 2012

On the 15th of February 2011 Australian Aid released the *Adviser Remuneration Framework (ARF)*. The ARF is a set of market-based, long and short term remuneration rates and entitlements which apply to Australian Aid-funded positions that are commercially contracted by Australian Aid directly, or through a managing contractor such as Scope Global.

Further information on this framework can be accessed from the Australian Aid website at [Australian Aid Adviser Remuneration Framework](#).

What is a Short Term Adviser?

A Short Term Adviser (STA) role is considered any appointment that is less than six (6) consecutive months.

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 monthly Professional Fee paid in arrears at the end of each calendar month. This fee is inclusive of a 9.25% superannuation contribution to your nominated superannuation fund (for Australian residents).

The rate band for this position is: D2 AUD \$491 - 672 per day.

N.B. For taxation purposes this position is likely to be tax free for Australian residents. Professional advice should be obtained from your accountant to confirm this entitlement.

2. Comprehensive pre-departure and in-country briefings (security and role specific).
3. Reimbursement for expenses associated with visas, police checks, 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 flights for mobilisation and demobilisation for the adviser and any mobilising dependants.

N.B. Dependants are defined as a spouse or child under the age of 18 who will not be earning a separate income.

- a. Excess baggage (up to 25kg total); and/or b. Sea/air freight for personal belongings.

N.B. This allowance, as it applies to sea/air freight, is based on cubic meterage and is determined upon the number of mobilised dependants. Reimbursement is made to the adviser by Scope Global upon the presentation of a valid receipt.

5. Travel and medical insurance for the adviser and their nominated accompanying dependants (where applicable).

Lodging Your Application:

All applications should be submitted online through our website at: www.scopeglobal.com Should you experience any difficulties with the submission process, or have any questions about this role then please contact: **Contact name:** Vanessa Brown **Email:** recruitment.pactam2@scopeglobal.com
Closing Date: 14th December 2018