



## Social Enterprise Director, Timor-Leste

CLOSE DATE: 11:59PM (AEST), 5 May 2021

## Position Description

### *Social Enterprise Director*

<b>Country Office:</b>	CARE International in Timor-Leste
<b>Location:</b>	Dili, Timor-Leste
<b>Position reports to:</b>	Assistant Country Director-Programs
<b>Position Type:</b>	Fixed Term 2 year, Full Time

### CARE Australia

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CARE International is a worldwide humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency relief. We know that supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities. We depend on support from the Australian public to carry out our work.

CARE Australia is a member of the **CARE International Confederation**. We strive for a world of hope, tolerance and social justice, where poverty has been overcome and people live in dignity and security.

For over 30 years, CARE Australia has earned an international reputation for our innovative, sustainable and effective long-term development projects and our ability to respond quickly to emergency situations in countries where CARE International operates, including Syria, Pakistan, South Sudan, Myanmar and Vanuatu. All our projects are designed to equip the people we support, particularly women, with skills and resources so they can take charge of their lives and work towards a better future.

CARE Australia is directly responsible for program design, implementation, monitoring and evaluation, as well as management and contractual control of all projects. As a consequence, we have a high degree of accountability and transparency. CARE Australia is committed to protecting the rights of children in all areas we work around the world.

### About the Country Office

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CARE International (CI) in Timor-Leste's analysis has determined that poverty and social injustice in Timor-Leste have the greatest impact on women and girls in rural disadvantaged areas. The underlying causes for this are deeply embedded gender inequality; weak governance, including weak services, policy and practice; weak markets and financial services, leading to insecure livelihoods; and vulnerability to disasters and climate change risks. To address this situation, CI in Timor-Leste's 15-year Long-Term Program is focused especially on women and girls in rural disadvantaged areas and

will seek to address underlying causes through direct programming, partnerships (with civil society, government and private sector) and advocacy, in the following key areas.

- Improving women’s sexual, reproductive and maternal health, and rights, including access to supervised delivery and family planning.
- Improving women’s economic empowerment, including skills, linkages to markets and services, and ability to withstand shocks.
- Improving quality and access to education, with a particular focus on supporting girls’ decision-making and leadership.
- Strengthening women’s voice, meaning enhancing women’s decision-making and leadership role within families, communities, institutions and the wider society and addressing gender-based violence.

CARE uses a number of approaches to advance its strategic priorities in Timor-Leste including the Gender Equality Framework, Engaging Men and Boys, Social Analysis and Action (SAA), working in partnership, monitoring evaluation learning and impact frameworks and a commitment to accountability and inclusion. CARE’s commitment to gender equality is outlined in the CARE International in Timor-Leste Gender and Women’s Empowerment Strategy.

Throughout all of our programming work, CI in Timor-Leste (CITL) promotes increased gender equality, stronger and more inclusive governance, and improved resilience to disasters and other shocks. CITL provides humanitarian support throughout the emergency cycle including preparedness, mitigation, response, and recovery.

## About the Project

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Since 2001 CARE International in Timor-Leste (CARE) has implemented the Lafaek project as the corner stone of its education program. Lafaek learning magazines promote national unity and Tetun as the national language, strengthen literacy and numeracy, promote gender equality, build capacity, and disseminate important ideas to enhance health and livelihoods among disadvantaged rural communities. Lafaek consistently reaches a large proportion of the population through targeting school children, teachers and rural households, and has become a household name for learning and communication across Timor-Leste. In 2017 the Lafaek Project launched a Facebook page with the aim of reaching urban youth. The page currently has some 130,000 followers, the majority of whom are between the ages of 15 and 30, and is now the third most followed page in Timor-Leste. Lafaek has recently developed a website to strengthen and diversify its online engagement with youth beneficiaries.

In 2016 CARE conducted a CI Presence Review (CPR) to learn how best to position strategically for the future against the needs of the context, shifts in the aid and development sector nationally and globally, and comparative advantages within CARE International. A key outcome was identifying the opportunity to harness strategic opportunities within the Lafaek project to enhance the impacts of all of CARE’s work, through achieving synergies with other CARE projects, building partnerships, and introducing new approaches and technologies. The review also identified the potential for Lafaek to be generating income as a print and online social enterprise to support greater sustainability of Lafaek and ultimately CARE’s entire Long Term Program. In 2018, CARE developed a business plan for Lafaek,

to determine and direct key changes needed to realise the strategic opportunities identified for the project.

In 2019 Lafaek has secured a new 3-year partnership with the New Zealand Government and the Timorese Ministry of Education, to fund project implementation as a subsidized social enterprise. Lafaek has demonstrated effective income raising approaches for print and online sponsorship through partners, which will be taken to greater scale over the next three years. An important focus of this work will be developing the Lafaek social enterprise operating within CARE as an effective and sustainable business, in order to secure the long term future of the project's important contributions to Timorese society.

CARE's Social Ventures Team manages the world's largest pipeline of social enterprises and identifies market-based approaches to bridge the financial gap between charity and commerce and create financially sustainable solutions to alleviate global poverty. The Lafaek Learning Media Project is CARE International in Timor Leste's long-running education project, established in 2000, that develops, produces and distributes educational magazines and social media to promote strengthen literacy and numeracy, promote gender equity, and improve health and livelihoods opportunities amongst rural communities. Lafaek consistently reaches 50% of the population through targeting school children, teachers and rural households, and has become a household name for learning and communication across Timor-Leste including digital and social media channels.

## About the Role

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Reporting to the Assistant Country Director for Programs, the Social Enterprise Manager will lead work with the Lafaek project including engagement with the wider CARE country team, in order to implement the recommendations of the Lafaek Business Plan. The role will oversee the Communications and Marketing staff in the Lafaek team and coordinate closely with the Lafaek Project Manager for implementation to ensure ongoing quality, efficiency and high impact for CARE's flagship project.

CARE managers exemplify our commitment to the prevention of sexual harassment, exploitation and abuse, and the protection of children in our work. CARE managers are role models for their team, and consistently demonstrate our values of Courage, Ambition, Respect and Equality.

## Key Responsibilities

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### **Social Enterprise Development (60%):**

- To drive the transition of the Lafaek Learning Media Project to a subsidized, sustainable Social Business.
- To create key recommendations for such a transition in close liaison with the Country Director and Assistant Country Director for Programs of CARE International in Timor-Leste and other key stakeholders
- Lead the process of a 3 year business and strategic plan creation and implementation.
- Develop the sales and marketing strategy for the Lafaek social enterprise in line with the objectives of the Lafaek Business and CARE's guidelines;

- To work with the Lafaek project managers and team to support expansion of the project into new areas including digital media;
- To engage, build and develop key partnerships to enhance the effectiveness of Lafaek and CARE to achieve sustainable high impact, including with CARE Member Partners, government, donors, development stakeholders, and private sector companies.
- Professionally represent Lafaek via conferences, speaking engagements, and donor events to investors, governments, media, funds, academic institutions, and corporations as required

#### **Income generation (20%):**

- Lead business development opportunities within the education sector to enable growth of Lafaek.
- To increase distribution and reach through innovative sponsorship and Digital marketing and growth strategies,

#### **Project & people management (10%):**

- Oversight of the Lafaek Learning Media project, including line management of the Marketing and Communications Manager and Lafaek Project Manager (including monitoring and evaluation, distribution and production).
- Oversight of the Lafaek Learning Media budget, including all donor funding and sponsorship.
- Ensure accurate and timely financial management, budgeting, and reporting according to CARE's and the donor's processes and procedures;
- Ensure effective performance management and professional development of education teams in accordance CARE standards and policies with particular attention to coaching, mentoring and building the capacity of more senior staff;
- To proactively manage the APPA process for all direct reports (annual appraisal, midyear review and regular 1:1 meetings) creating an environment where feedback is valued, acted upon and monitored, and where the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities;
- Ensure that robust and effective monitoring and evaluation systems are in place;
- Ensure that all program activities are compliant with the Gender and Women's Empowerment Strategy.

#### **Organisational duties (10%):**

- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure a consistent application of, and compliance with, CARE safety and security policies and procedures;
- As member of the CARE Senior Management Team (SMT), represent program management issues in meetings and activities, promote organizational cohesion through coordination and information sharing with and between all key staff, and represent SMT views and decisions in wider CARE activities;
- Uphold and promote CARE's commitment to Child Protection and Protection against Sexual Harassment, Exploitation and Abuse.

## Selection Criteria

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- Experience of working with an international NGO in an international development context.
- Extensive experience in and knowledge of innovative business approaches including social enterprise development, management and sustainability in developing country contexts.
- Demonstrated skills in leadership and management in a complex international setting including excellent people management skills and interpersonal skills, and the ability to coach and mentor staff and build capacity.
- Representational skills including experience building and developing networks and relationships with government, civil society, private sector and other stakeholders.
- Demonstrated understanding of gender equality and women's empowerment and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity.
- Demonstrated high level organisational and time management skills including the ability to manage workflows and balance competing priorities to ensure timely processing to meet deadlines.
- High level strategic thinking and analytical skills including the ability to develop and implement strategic and creative communications approaches.

**Approved 10 February 2021**

## CARE Australia Terms and Conditions for Overseas based staff

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<b>Employment Type:</b>	Fixed Term, Full Time
<b>Position Title:</b>	Social Enterprise Director
<b>Location:</b>	Dili
<b>Duration:</b>	2 Year
<b>Status:</b>	Unaccompanied

### Full Time Annual Remuneration Package:

Base Salary	USD 60,197
9.5% Superannuation or cash in lieu	USD 6,594
<b>Total Package</b>	<b>USD 69,411</b>

*This is the gross annual remuneration package. Salary payments will be subject to the deduction of any applicable tax, including the local personal income taxes of the country in which the employee works, and/or the income taxes of Australia or their home country, as required by law. All staff are responsible for their own personal income tax arrangements and are encouraged to seek professional tax advice.*

Issuing of an employment contract will be subject to being able to secure necessary visa and travel approvals for the candidate to enter Timor Leste.

**The below allowances are only applicable to the successful candidate if the position is not based in their deemed country of residence or country of citizenship.**

**Hardship Allowance – USD 8,946 per annum** (*Superannuation of 9.5% is payable on any Hardship Allowance payments made*)

### **Housing - includes rent, basic furnishings and utilities**

Overseas employees can access a reasonable and acceptable standard of accommodation appropriate to their location and position to an agreed level set by the individual Country Office. Please note, this entitlement is only applicable to the successful candidate if the position is not based in their deemed country of residence.

### **Travel to and from Assignment**

Travel will be provided to employees when travelling to an overseas assignment and return to the home of record upon completion of contract period.

### **Transportation of Personal Effects**

Transportation of personal effects will be provided by CARE Australia in accordance with the provisions in the CARE Australia HR Policy Manual according to length of deployment. This allowance helps meet the cost of transporting personal effects when overseas-based CA employees take up postings or return home from overseas postings.

### **Settling in allowance – USD 610**

To assist employees with miscellaneous expenses associated with setting up a new residence a Settling in Allowance of up to USD610 (unaccompanied) is payable, on the provision of receipts. Please note, this entitlement is only applicable to the successful candidate if the position is not based in their deemed country of residence.

### **Home leave**

Employees working overseas who have successfully completed 1 full year of service with no interruption. Annual Home Leave includes 7 days leave and return airfare to deemed country of residence.

### **Rest & Rehabilitation Leave – 7 days including 2 days travel time to Bali.**

Overseas employees in remote locations are entitled to rest and rehabilitation leave in a designated destination providing a suitable environment. R&R entitlements are available six months after commencement of continuous overseas service in the one country and at 12 month intervals after that. Please note, this entitlement is only applicable to the successful candidate if the position is not based in their deemed country of residence – where employee is based in remote location for over 6 months.

### **Superannuation**

Australian residents under Australian Taxation Law are entitled to receive statutory employer contributions towards superannuation and CARE Australia is obliged to pay these contributions into an approved superannuation fund fully vested in the name of the employee. Non-Australian residents for tax purposes receive cash in lieu of superannuation.

### **Expatriate Medical & Accident/Illness Insurance**

Full details of the application of insurance cover provided is listed in the Expatriate Medical & Accident/Illness Information Booklet. This policy has the benefits, liability limits and conditions as detailed in the policy underwritten by 360Assist.

Cover applies only whilst you are an expatriate employee working outside of Australia or outside your deemed country of permanent residency or citizenship. Your partner and dependants will also only be covered if they are accompanying you to the country of posting. This cover may not be applicable for accompanying partners and/or dependants if they take up employment with another organisation within the country of posting. They will need to ensure that appropriate insurance coverage is provided by their respective new employers.

Cover shall commence from the time you leave your normal residence or place of business in Australia or your deemed country, whichever is the place of departure for the commencement of the overseas posting. Coverage is continuous on a full-time, 24 hours basis until you return (following the completion of the overseas posting) to your normal residence or place of business in Australia or your deemed country. Should you not go directly to your normal residence or place of business in Australia or your deemed country of residence, following the completion of your overseas posting, your cover ceases when your Employment Agreement with CARE Australia expires.

Extent of insurance coverage available may be limited by the legislation of the country of your posting.

### **Taxation for Australian expatriate staff**

Please note that Australian tax residency is determined based on established principles within the taxation laws. It will depend on an individual's specific arrangements and circumstances. Residents and non-residents are taxed differently in Australia. You will need to take steps to ensure that your tax residency position has been correctly determined. Further information regarding tax residency can be obtained from the Australian Taxation Office ([www.ato.gov.au](http://www.ato.gov.au)). It is your responsibility to



investigate any taxation obligations or requirements in the country in which you will be working. It is recommended that you seek independent financial advice.

**Taxation for non-Australian expatriate staff**

CARE Australia expatriate employees have the responsibility to investigate any requirements or obligations on their part to make payment of any income related taxation which may apply to them depending on their deemed country of residence.

## How to apply and additional information

### To apply:

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To apply for a job with CARE Australia, please review the Candidate Information Pack and complete the online application form linked to the relevant vacancy on our careers page (<https://careaustralia.connxcareers.com/Job/ViewJobs>). Please ensure you attach your CV and a cover letter addressing how your experience matches each selection criteria. **Only applicants that fully address the criteria will be considered.** Once you have submitted your application you will receive an automatic confirmation of receipt.

**Applications close:** 11:59PM (AEST), 5 May 2021.

**Before submitting your application, please ensure you can answer 'yes' to the following:**

1. Have you thoroughly reviewed the candidate information pack, including the terms and conditions for the role?
2. Have you completed the online application form?
3. Have you uploaded your CV?
4. Is your application succinct and informative?

### Questions about the role?

Please contact Zubeida, [Zubaida.bai@care.org](mailto:Zubaida.bai@care.org) (Please do **not** email applications to this address).

## Child Protection and Protection from Sexual Harassment, Exploitation and Abuse (PSHEA)

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We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks including police checks and background checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations.

CARE Australia participates in the Steering Committee for Humanitarian Response's Misconduct Disclosure Scheme. As well as pre-employment checks including police checks and background checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations. CA reserves the right to seek information from a job applicant's previous employer about the applicant's suitability for the role. Any allegations relating to sexual exploitation, sexual abuse and/or sexual harassment and/or child abuse, which may or may not have been proven against the applicant, will be relevant information. By submitting an application, the job applicant confirms that s/he has no objection to CA requesting the information specified above.

To find out more, please contact the Manager Human Resources.

## Gender, diversity and inclusion

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CARE Australia respects and values diversity, and does not discriminate on the basis of race, sex, gender identity, sexuality, ethnicity, age, disability, religion or politics. We are committed to embedding gender equality, diversity and inclusion throughout our organisational practices and in the programs we deliver and this commitment is reflected in all of our processes and policies, including recruitment and selection.

Our selection decisions embody transparency and fairness from the outset of a recruitment process through to the selection decision. This is demonstrated through advertising roles as broadly as possible and basing the selection of the successful applicant on merit. We endeavour to mitigate potential bias through our selection committee shortlisting processes by ensuring all selection committees are comprised of gender balance and independence.

To ensure all candidates can compete on an equal basis in the application and interview process, CARE will provide reasonable accommodation for assistance where requested. If you have any requirements that need to be considered as part of your application process, e.g. interpreter, disability, longer time allocation for interview, etc, please do not hesitate to let us know.

## The recruitment process and expected timeframes

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CARE Australia appreciates the time and effort taken to apply for a position with us. We are committed to ensuring all recruitment processes are fair, efficient and transparent and we are committed to equal opportunity and diversity in the workplace. Below is some information on how our recruitment processes generally work and expected timeframes:

- All vacant positions are advertised on our website;
- Unless otherwise stated, roles are advertised for a minimum of 2 weeks;
- We aim to complete the short-listing process within 2-4 weeks following the close date of applications;
- Selection committee interviews are held for a select number of candidates either face-to-face or via the telephone, ideally within a month following application close date;
- Additional background checks may be required prior to interview such as Working with Children, Criminal History, Right to Work and Working Visas;
- Referee checking of the preferred candidates happens in the week following interviews. Referees will not be contacted without prior permission; and
- An Offer of Employment will ideally be made within a week of interviews.

If you have any requirements that need to be considered as part of this application process, e.g. interpreter, disability, longer time allocation for interview, etc, please do not hesitate to let us know.

## Tips on how to prepare your application

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Your application is the first step towards a rewarding career with CARE Australia and our first impression of you. Therefore, it is important that you give yourself the strongest opportunity to succeed right from the beginning.

To improve your chances of selection we recommended that you:

- Thoroughly research CARE Australia, including our organisational goals, values, mission and vision;
- Carefully read the Position Description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications;
- Carefully read the Terms and Conditions and check whether you are eligible to apply, and that the salary and entitlements match your expectations; and
- If you wish to discuss the position, the selection process and the work environment, please phone the contact officer outlined in the candidate information pack.

To ensure your application is submitted correctly, please follow the online directions, complete all the necessary fields and provide all the relevant information. The steps are as follows:

1. Prepare your CV which clearly outlines your qualifications, contact details, career history, including your responsibilities and achievements in each of your roles, and any other relevant information.
2. An 'Apply Now' button can be found at the bottom of each vacancy announcement. This will take you to our online application form to complete.
3. Once you have completed the online cover form you will be prompted to upload your CV and cover letter to finalise your application before clicking 'Apply Now'. Once you have submitted your application you will receive an automatic confirmation of receipt.

To ensure an informed assessment of your suitability and claims for the position is conducted it is recommended that you complete all parts in the application process.

## Tips on how to prepare a CV

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Your CV is one of the most useful tools in demonstrating your suitability for a role. When preparing your CV it is important to remember the following:

- Keep it simple and succinct, we recommend approximately 2-4 pages;
- List your relevant work experience in chronological order, starting from your current or most recent role;
- Do not just outline each position and employer, be sure to include your responsibilities and achievements whilst in each position;
- Ensure relevant personal information is provided such as your name, contact number, address and email address as well as any period where you might be un-contactable;
- List your qualifications, the institute in which you received them and the year;
- Outline at least 2 professional referees, their current role, contact details and their relationship with you. Friends, colleagues and associates are not suitable as referees;
- Explain any gaps in your career (travel, having a family etc);
- Outline any relevant volunteering opportunities;
- Do not use abbreviations, slang or jargon; and
- There is no need to insert pictures or graphics, or attach any certificates or referee reports.

## Tips on how to respond to selection criteria

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If addressing the selection criteria it is important to:

- Provide a clear and succinct statement against each selection criteria. We recommend approximately half a page for each criterion;
- Ensure you clearly understand what is meant by each criterion before preparing your response;
- Briefly outline how your skills, experience, qualities and knowledge enable you to meet the criteria and perform highly in the role, include an overview of your relevant experience, responsibilities, achievements and examples to demonstrate your suitability for the position. Your resume is a good place to look first at determining your relevant skills, experience and achievements;
- Use relevant and specific examples to support your claims, and clearly outline what your role was in the example;
- When structuring your responses you may consider utilising is the STAR model – that is:
  - Situation – provide a brief outline of the situation or setting
  - Task – outline what you did
  - Approach or action – outline how you did it
  - Result – describe the outcomes
- Be honest and factual; and
- Edit, proof and re-read several times to ensure there are no errors and that you have answered all aspects of the criterion.

## Why work for us?

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CARE Australia is one of Australia's largest international aid and development agencies. By working for CARE Australia, you will make a direct contribution to the ongoing fight to address global poverty. As an organisation that pursues best practice in the work we do, we seek to support our staff through offering a comprehensive package of salary and benefits to complement and enhance your work with us.

Here is a brief list of some of the benefits available to CARE Australia staff. Note that outside of Australia, some benefits may vary from country to country to take into account local needs and differences.

## Packaging

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As part of your overall salary, all Australia-based employees have access to our flexible and generous salary packaging scheme which you can tailor to suit your own needs. Our salary scales are reviewed annually to reflect the cost of living.

## Workplace diversity and flexibility

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CARE Australia is proud to be an equal opportunity employer. We value diversity and encourage applications from people living with a disability and/or have lived experience of disability. We also encourage Aboriginal and Torres Strait Islander people, and those from culturally and linguistically diverse backgrounds to apply.

As part of our business commitment to Gender Equity and Diversity, we recognise that our staff may need flexibility to manage their life outside of the office. At CARE Australia, we have a range of creative solutions that may be negotiated where possible, on a case-by-case basis, to help you balance work with life. Examples include alternative or reduced hours or job sharing arrangements.

## Performance management

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Our performance management framework helps you work closely with your manager to plan, manage, review and give feedback about your performance throughout the year, leading to a salary review based on your continuous improvement. Team work is part of our culture and we provide training to our staff and managers in communication and decision making skills to ensure we remain engaged with the work we do.

## Leave entitlements

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CARE Australia employees have access to standard annual, personal leave and additional leave in recognition of long service. We have paid Parental leave, and for eligible staff on overseas postings we offer rest and rehabilitation leave and annual home leave in recognition of difficult working conditions.

## Professional development

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Our employees are amongst the best in their fields, and if an opportunity exists to help you continue to build your professional skills and prepare for future aspirations, our Professional Development opportunities will help you do just that. Ongoing staff who have been with us for longer than 12 months have the chance to apply for our Study Support scheme – helping you with reimbursements towards gaining a formal tertiary qualification.

## Employee Assistance Program

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Our company-paid Employee Assistance Program provides support to our staff and their immediate family members through a free counselling service where any work or personal issues can be discussed confidentially.

Please note, this represents just a small selection of the benefits available to CARE Australia staff and does not constitute a legally binding document. Entitlements and other development opportunities are often subject to a qualifying period.

## Privacy Statement

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Your privacy is important to CARE Australia (CARE). Please read this privacy policy carefully as it describes how we handle your personal information.

CARE is committed to protecting and securing the privacy and confidentiality of your personal information. If at any point you want to know more about our policy, or are worried about your own details, or have ideas on how we can improve our practices, do let us know via [jobs@care.org.au](mailto:jobs@care.org.au).

Importantly, CARE is bound by the Privacy Act 1998 (Cth) (the “**Privacy Act**”) and the privacy provisions of other applicable legislation. In particular, CARE must adhere to the *Australian Privacy Principles* (“**APPs**”) in relation to collecting, holding, using, disclosing, securing and allowing access to your personal information.

We may revise this privacy policy from time to time by publishing a revised version on our website. That revised version takes effect from the time it is published.

## Collection of personal information

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CARE collects and uses personal information about you in relation to your application for employment of volunteer/intern engagements with CARE.

Your information is collected from you at the time you complete your application for employment or volunteer/intern engagement through our recruitment system. From time to time we may obtain personal information from third parties such as referee reports. When we do so, we will take reasonable steps to ensure that we make you aware of the collection of your information in accordance with Australian privacy law.

‘Personal information’ simply put is any information or opinion that can identify or be used to identify you.

During our recruitment process, CARE may conduct some or all of the following pre-employment screening checks:

- Confirmation of qualification/education levels;
- Confirmation of previous employment;
- Criminal history/background checks;
- Working with vulnerable children;
- Health check; and
- Reference checks.

## Why does CARE Australia collect this information?

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- To determine your suitability for employment or volunteer/intern engagement.
- So we can complete all necessary steps in preparing you for your employment or volunteer/intern engagement should you be successful.
- So we can contact you about your current application or future employment or volunteer/intern opportunity.

## Disclosure of personal information

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The information you provide us with will be disclosed to the CARE HR Branch and selection committee members directly involved with the recruitment process.

## How CARE stores your personal information

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Your information will be stored by our e-recruitment provider in the cloud on services located in Australia. We require this third party provider, through our agreements with them, to comply with our security guidelines and privacy laws.

## Access to personal information outside Australia

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We are an international organisation with internal information sharing between our country offices. This means that it is possible your personal information may be shared with our offices based outside Australia if selection committee members are based overseas.