



Australian High Commission
Port Moresby

Candidate Information Pack

Program Manager Gender and Sports

Closing Date: Wednesday 5 April 2017

This information package should assist potential applicants to understand the work of the Australian High Commission, what is involved in the role, the Selection Criteria, how to apply and also help you make an informed decision to apply.

Position Description

Position number	200050
Title	Program Manager, Gender and Development
Classification	Locally Engaged 6 (LE6)
Division/Post/Section	Pacific/PNG/Human Development and Infrastructure/Gender and Sports
Reports to (title)	Second Secretary

About the Australian High Commission in Port Moresby

The Australian High Commission represents the Australian Government by advancing the interests of Australia and Australians in Papua New Guinea (PNG). Our primary national interest is in a strong bilateral relationship underpinned by a peaceful, secure and prosperous PNG and Pacific Region. The High Commission is also responsible for apprising Canberra about developments in areas such as domestic politics, immigration, economics, trade and investment, culture, defence and development cooperation, with a view to informing Australia's foreign policy. And for promoting a positive image of Australia, enhancing people-to-people links, and delivering consular assistance to Australians in need.

About the Development Cooperation

The gender program cuts across all aspects of Australian investment in PNG and has both a policy and development assistance focus. Australia's Foreign Minister has made gender equality key to all engagement and the Australian High Commission in PNG ensures that women's empowerment and gender equality are considered in diplomatic engagement, whole of Australian Government programs as well as development investments.

The Gender and Sports Section manages and resources cross-post technical support to improve gender outcomes, along with planning and budgeting aid investments on gender equality. The largest gender investment the Section manages is the Pacific Women Program. This program is the Papua New Guinea contribution to a regional program – Pacific Women Shaping Pacific Development. Pacific Women is a ten (10) year program, finishing in 2022. The second phase of the program (2014 – 2019) will invest up to AUD58 million over five (5) years to increase women's leadership opportunities as well as their economic and physical security. Women in PNG face extreme levels of family and sexual violence so the Pacific Women program invests significantly in improving women and children's safety.

The Gender and Sports Section provides technical support to implement the new Family and Sexual Violence Policy within the Australian High Commission.

About the role

Under general direction from the Second Secretary, the Program Manager will support the effective management of the Gender Program in PNG.

The key responsibilities for this position are:

- Support the section to manage the implementation, monitoring and evaluation of the Pacific Women program in PNG
- Support the section to improve coordination, mainstreaming and monitoring of various gender activities through DFAT's aid funded sector programs
- Manage relationships to ensure the smooth running of the Pacific Women program
- Organise logistical and secretariat support for the team's requirements, e.g. visiting missions program, workshops, take minutes of meetings of the team as required
- Organise DFAT's Gender advocacy events such as the White Ribbon Day, International Women's Day breakfast and other Human Rights events supported by DFAT
- Support the preparation of financial estimates, coordinate budgets, maintain financial records and monitor expenditure for the Gender program
- Manage small value contracts and monitor contractor performance for the Gender program. Management of contract variations and amendments, the maintenance of contract-related records and ensure that DFAT meets its contractual obligations
- Assist with the management of accurate and up-to-date activity data on DFAT systems including Aid Works
- Assist the Second Secretary manage requirements for the gender and sports for development program, as required.

Qualifications/Experience

- Ability to work under pressure and prioritise in a busy working environment
- Excellent verbal and written communication skills, including letter and report writing
- Minimum 5-6 years of relevant working knowledge and experience in project management preferably in Papua New Guinea or other resource poor settings
- Understanding of gender and development
- Ability to accept responsibility and display creative initiative
- Ability to work as part of a team
- High degree of proficiency in Microsoft applications

Eligibility/Other Requirements

The successful candidate is required to obtain a satisfactory police check, medical check and maybe required to travel on occasions. A current driver's license is required to drive a work vehicle.

Selection Criteria

The following criteria will be used to assess an applicant's suitability for this position. When considering your application, the Selection Committee will seek evidence of performance against each of these criteria.

1. Supports and Contributes to strategic direction
2. Achieves results
3. Takes initiative
4. Values Teamwork and Builds Partnerships
5. Demonstrates personal drive and integrity
6. Works and communicates with influence
7. Awareness of Aid Management and Development
8. Specific Specialist/professional knowledge, skills and experience in gender and development

All applicants must address the selection criteria to be considered for this position.

How to Apply

Applications must be submitted to The Human Resources Manager, pngahc.recruitment@dfat.gov.au by 4.30pm, **Wednesday, 5 April 2017.**

Late applications will not be accepted.

Your application must include:

1. A **Resume** (*3 Page maximum*) which outlines:
 - Employment history;
 - Education, qualifications and relevant training; and
 - The names and contact details of two professional referees.

Please include your name and the job title in the subject line of your email for easy reference. E.g. **John Smith – Program Manager, Gender and Sport**

Note: Given the number of applications, only those considered suitable for interview will be contacted.

The Australian High Commission promotes a workplace free from discrimination and harassment and is a smoke and buai free environment. All recruitment is based solely on merit.