



Australian High Commission  
Papua New Guinea

# Candidate Information Pack

## **Senior Program Manager Education and Leadership**

**Closing Date: Friday, 13 September 2019**

**Enquiries to: [pngahc.recruitment@dfat.gov.au](mailto:pngahc.recruitment@dfat.gov.au)**

This information pack should assist potential candidates to make an informed decision as to whether to apply for the position by explaining:

- the work of the Australian High Commission,
- the role we are recruiting, and
- how to apply for the position.

## POSITION DESCRIPTION

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<b>Position number</b>	200070
<b>Title</b>	Senior Program Manager ( Education and Leadership)
<b>Classification</b>	LE7
<b>Section/ Agency</b>	Education and Leadership
<b>Reports to (title)</b>	Counsellor, Education and Leadership
<b>Location</b>	Port Moresby

### **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. We also promote a positive image of Australia, enhancing people-to-people links, and delivering consular assistance to Australians in need.

### **About the role**

The Senior Program Manager oversees the Strategy and Effectiveness Team under broad direction to ensure enhanced program quality across the Education and Leadership Portfolio. The position provides advice to Management on all aspects of program quality and effectiveness, including Monitoring and Evaluation and Cross Cutting Themes. The position provides bilateral partnership oversight, engages with key Papua New Guinea (PNG) government stakeholders, and supervises other team members.

### **The key responsibilities of the position include, but are not limited to:**

- Build and maintain strategic relationships with senior PNG Government officials at regional and sub-subnational levels across the Education and Leadership portfolio, and contribute to policy dialogue
- Actively represent the program in meetings with PNG Government counterparts and development partners, promote policy dialogue and provide advice on Australian participation, ensuring Australian interests are considered and contributions recognised
- Prepare and oversee the annual work plan for the Portfolio, Strategy and Effectiveness Team
- Oversee the coordination and management of the Education and Leadership wide response to cross-cutting issues and draft high-level correspondence on key program matters
- Provide analysis-based advice on portfolio wide issues and strategic program directions and identify strategic opportunities for portfolio wide-collaboration
- Identify linkages and gaps across the Education and Leadership portfolio and provide recommendations on options for improvement
- Draft high quality and evidence-based reporting (briefings, cables, media products) at the portfolio level
- Commission reviews and seek advice from Education and Leadership Advisors on portfolio wide matters
- Oversee the Human Development Monitoring and Evaluation Services and other programs/activities as directed by the Counsellor

- Monitor the development of PNG Government and other development partners' Education and Leadership policies, and assist in developing strategy and policy across the Education and Leadership portfolio
- Monitor, manage and provide high-level advice on Education and Leadership annual budget and financial management processes
- Identify development, fraud and other program risks across the portfolio, provide advice on the management of these risks and inform broader performance reporting
- Manage the workflow of a team, set work priorities, and provide mentoring and coaching support to staff

#### **Required skills and capabilities**

- Tertiary qualifications in Education, Public Policy or a related field is highly desirable
- Strong professional knowledge or experience in Education and/or Development Policy
- Excellent written and oral communication skills in English
- Excellent and a well demonstrated ability to negotiate and liaise with internal and external stakeholders
- Demonstrated knowledge of PNG government and sector wide services and stakeholders
- Excellent computer skills and the ability to quickly acquire knowledge of aid management systems
- Well-developed knowledge of all quality and effectiveness systems and processes

#### **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.

## ONE-PAGE PITCH

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The AHC, Port Moresby uses the one-page pitch (**1,000 words**) approach to job applications. The one-page pitch streamlines the recruitment process for the AHC, the Selection Advisory Committee (SAC) and the applicants.

Your one-page pitch should be compelling and convincing. It is a chance to tell the SAC why you are the right person for the job.

The SAC wants to know why you are interested in the role, what you can offer the AHC, and how your skills and knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you?

### **Addressing the requirements of the position**

The position description (page 2), will help you understand the responsibilities and tasks required in the job. The position description describes the personal qualities, skills, knowledge and qualifications (if any) a person needs to perform the role effectively. The SAC will assess how applicants address these requirements to create a shortlist of applicants suitable to move to the next stage of the recruitment process.

It is essential to address any job-specific information or qualities that the position description has identified.

The pitch gives you the opportunity to tell a story and use examples that may cover a range of skills and experience, such as organisational skills, oral and written communication and ability to work as part of a team.

Provide relevant examples from your work, study or community roles. Be clear and to the point.

Please make sure you stick to the 1,000 words limit, and edit your responses for grammar, spelling and punctuation.

## HOW TO APPLY

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Applications must be submitted to The Human Resources Section, [pngahc.recruitment@dfat.gov.au](mailto:pngahc.recruitment@dfat.gov.au) by 4.30pm **Friday, 13 September 2019**.

**Late applications will not be accepted.** Your application must include:

1. A **Curriculum Vitae** (*3 Page maximum*) which includes:
  - Personal details (do not include marital status, religion or date of birth);
  - Employment history;
  - Education, qualifications and relevant training;
  - The names and contact details of two professional referees; and
  - Interests/hobbies if they demonstrate personal achievements or relate to the selection criteria.

**Don't** attach certificates, awards etc., these may be requested at interview.

2. A completed **Job Application Form, including your one-page pitch** must be submitted to be considered for this position.

Emailed applications **must** include your name and the job title in the subject line of your email for easy reference.

E.g. **John Smith – Senior Program Manager, Education and Leadership**

## WHAT HAPPENS NEXT

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### **Acknowledgement**

Given the number of candidates applying, only those considered suitable for interview will be contacted.

### **Shortlisting**

Shortlisting of candidates would be expected to commence soon after the closing date for applications. The timeframe for shortlisting will depend on the size of the field, and may take several weeks to complete. The Selection Advisory Committee will shortlist candidates against the selection criteria and only those candidates who demonstrate the strongest claims will be selected for interview.

### **Assessment of candidates**

The Selection Advisory Committee may use a variety of methods to assess candidates. These may include an interview, a written exercise or a specific skills test.

### **Interview**

The AHC will consider candidates available for interview from the date applications close, unless you advise otherwise. The Selection Advisory Committee will give you a minimum of three days notice prior to your interview. Upon notification of your selection for interview, you should advise the Human Resources section of any special requirements. All candidates interviewed will be advised of the outcome via email.

### **Referee Reports**

Details of two professional referees should be listed in the CV. Ideally, one will be your current or recent supervisor. In most circumstances, referee reports will only be requested from candidates shortlisted for interview.

### **Selection**

The AHC's staff selection process is governed by the merit principle. The merit principle requires that selections are based on abilities, qualifications, experience and standard of work performance as reflected in the selection criteria and preclude discrimination on the basis of age, gender, race or sexual preference.

### **Order of Merit and Placement**

This is a generic recruitment round and a number of vacancies in different areas will be filled through this round. Suitable candidates will be placed on an order of merit and may be offered a suitable position up to 12 months from the date of advertising. Being found suitable does not guarantee a promotion, transfer or offer of employment. If a candidate declines the position offered, they will be placed back on the order of merit, and may be offered a position within the 12 month timeframe.

*The Australian High Commission promotes a workplace free from discrimination and harassment and is a smoke and buai free environment.*