



Australian High Commission  
Port Moresby

## Candidate Information Pack

# **Program Manager (x2) Program Strategy and Gender**

**Closing Date: Wednesday, 7 February 2018**

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.

<b>Title</b>	Program Strategy and Gender
<b>Classification</b>	Locally Engaged 6 (LE6)
<b>Division/Post/Section</b>	Pacific/PNG/Program Strategy and Gender
<b>Reports to (title)</b>	First Secretary
<b>Current Occupant</b>	(Vacant)

### **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 Program**

Australia's aid to PNG is delivered under the PNG-Australia Partnership for Development and is focused on health, education, transport infrastructure and law and justice. Underpinning assistance in these sectors is support to improve governance in PNG's public sector and assistance to improve gender equality. Specific packages of support have also provided for Bougainville, Manus and Kokoda.

### **About the Program Strategy & Gender**

The Program Strategy and Gender Section is responsible for a variety of activities and programs that support Australia's development program in PNG including: Contracts, Budget, Fraud and Quality management, Gender, Sport, Humanitarian and Disaster Risk Reduction programming; NGO engagement and Aid Coordination.

### **About the role**

Under limited direction, the Program Manager will undertake program management activities, which will include design, implementation and quality processes.

### **The key activities under this position are:**

- Manage relationships with both internal and external stakeholder; e.g., DFAT colleagues in Canberra, the National Disaster Centre
- Liaise with internal and external stakeholders in relation to policy on Australia's support to PNG through its aid program
- Plan work, develop objectives for short-term tasks and contribute to longer term tasks
- Represent DFAT in internal and external forums, meetings and workshops.

### **Eligibility/Other Requirements**

The successful candidate is required to obtain a satisfactory police check, medical check and may be required to travel on occasions.

## Selection Criteria

The following criteria will be used to assess an applicant's suitability for a position. All interested applicants are required to submit a two-page statement of claims outlining their suitability for the role.

1. Supports and contributes to strategic direction
2. Achieves results
3. Values teamwork and builds partnerships
4. Demonstrates personal drive and integrity
5. Communicates and works with influence
6. Aid Management, Development Policy and Country/Region knowledge

**Note: When considering your application, the Selection Committee will seek evidence of performance against each of these criteria**

## How to Apply

Applications must be submitted to The Human Resources Manager, [pngahc.recruitment@dfat.gov.au](mailto:pngahc.recruitment@dfat.gov.au) by 4.30pm, **Wednesday, 7 February 2018**. Late applications will not be accepted. Your application must include:

1. A **Resume** (2 Page maximum) which outlines:
  - Employment history;
  - Education, qualifications and relevant training; and
  - The names and contact details of two professional referees.
2. **Your statement of claims** against the selection criteria (2 Page maximum)

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

**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.