



**Australian High Commission  
Port Moresby**

# Candidate Information Pack

## **Senior Program Manager (Several Positions) Bulk Recruitment Round Development Cooperation**

**Closing date: Friday 19 November 2021**

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

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

- the work of the Australian High Commission;
- the role the Australian High Commission is recruiting for; and
- how to apply for this vacancy.

## POSITION DESCRIPTION

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<b>Position number</b>	Various
<b>Position title</b>	Senior Program Manager
<b>Position type</b> (Full-time/Part-time/Casual)	Full-time
<b>Classification level</b>	LE7
<b>Section/Agency</b>	Development Branches
<b>Reports to (position title)</b>	Various
<b>Location</b>	Port Moresby

### **About the Australian High Commission in Port Moresby**

The Australian High Commission (AHC) 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 AHC 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 Senior Program Manager roles**

The Senior Program Manager roles are generally required to undertake work that is very complex or sensitive and operate under broad direction guided by legislation, policies, procedures and precedents.

The employee is required to exercise a considerable degree of independence and perform a leadership role, including showing initiative, progressing issues and supporting team building and staff at lower levels. A Senior Program Manager engages on complex problem solving and issues management and coordinates and undertakes detailed and/or sensitive projects that affect strategic, political or operational outcomes.

The type of work requires the employee to undertake the management of a work team or to manage a complex program, project, contract, financial management system and provide technical and people management expertise to senior management.

In addition, the employee will contribute to the implementation and monitoring of aid programs to ensure an effective, innovative and efficient delivery of the mutually agreed development priorities and commitments by Australia and PNG.

The employee must possess a high level of capability including strong written skills, ability to provide policy advice and innovation across a range of activities and have significant liaison, consultation and negotiation with internal and external stakeholders. They will be able to demonstrate a sound and thorough understanding of the role and responsibilities of DFAT and be able to communicate with others the purpose of their work in supporting DFAT's objectives.

## **Role Overview: Positions may include some or all of the following**

- Contribute to the development of strategic directions for team outcomes in line with Government policy priorities, DFAT's Strategic Plan and Division/Branch goals and objectives.
- Manage financial and/or human resources to deliver team priorities, including supporting the on-the-job learning of junior staff.
- Develop/oversee and support the work of others in a team in the development of guidance on program management for the aid program, and deliver training, supporting materials and outreach across the department to ensure the effective implementation of that guidance.
- Support the development and implementation of systems that support aid program management, including financial, IT and safeguard management systems.
- Lead components or aspects of aid program implementation with responsibility for all elements of the aid program management cycle, including design, procurement, contract management and monitoring for results.
- Take a leadership role in drafting the framework for, oversee implementation of, monitor and provide leadership on all aspects of aid performance and quality.
- Analyse trends and compliance with systems based on performance information and systems monitoring, identify risks and support the development of solutions to manage such risks.
- Have responsibility for delivering high quality drafts of internal and external (published) reporting on a range of aspects related to the performance of the aid program.
- Build and maintain a wide network of internal and external relationships including within DFAT, with other government departments, civil society, academia, multilateral banks, contractors and aid delivery partners to ensure priorities are understood and implemented, and services are delivered.
- Negotiate and collaborate with key partners concerning the formulation and implementation of a program, define objectives, identify innovations and program improvements and undertake forward and strategic planning.
- Provide high-level policy advice, briefs, cables and other written products.
- Represent DFAT and the Government of Australia in meetings and other relevant forums developing strong formal and informal relationships with senior partner government officials, other donors and stakeholders for bilateral and regional activities.
- Advocacy of DFAT's interests across a range of stakeholders and at a senior level.
- Advocacy for the incorporation of gender equality and empowerment in all aspects of Australia's policy and programming.

## **Senior Program Manager Core Technical Capabilities**

- Demonstrated high level strategic thinking and problem-solving skills.
- Strong analytical ability, sound judgement and advocacy skills.
- Experience in program management (aid or otherwise), including management of contracts, performance monitoring and reporting, fraud, risk and procurement.
- Demonstrated experience in drafting complex policy
- An understanding of in performance reporting and the information and systems needed to do this effectively
- A strong understanding of international development issues and challenges such as political economy, gender and social inclusion
- Ability to work effectively with a wide range of internal and external stakeholders and manage relationships effectively
- Strong communication skills
- High-level ability to think and work independently within the team environment

## **Standard skills expected at the LE7 classification**

- High order written and oral communications skills
- Strong problem-solving skills and judgement
- Leadership
- Continuous improvement
- Demonstrated ability to work collaboratively in a team
- Stakeholder engagement
- Analytical and strategic communication skills
- Time management
- Achieve results
- Negotiation
- Representation

## **Qualifications and experience**

- Tertiary qualifications in a relevant area or relevant work experience

## **Eligibility/Other Requirements**

Offers of employment are conditional on the satisfactory completion of medical and local police security checks. The Australian High Commission is a COVID-19 vaccinated workplace.

## DESCRIPTORS OF DEVELOPMENT COOPERATION PROGRAMS

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The Australian High Commission may have several vacancies across the sections/ programs within its Development Cooperation Branches. The order of merit from the bulk recruitment may be utilised to fill any current and future position vacancies at the Australian High Commission, Port Moresby.

### Governance Branch

Section	Descriptor
Education and Leadership	Education is a flagship sector for the PNG program. It is guided by the PNG-Australia Partnership for Development, which sets out the mutual commitments of both the PNG and Australian Government towards achieving the education targets in the PNG Government's strategic planning documents. Assistance is delivered through a whole of sector approach. We focus on teachers, learning materials, infrastructure, educational standards (quality), and education management. The higher education component of the program seeks to improve access to and the quality of universities and technical institutions. Australia Awards help to develop a skilled workforce and equip national leaders.
Justice, Accountability & Subnational	<p>The Governments of Papua New Guinea and Australia are working together in partnership to improve services and encourage growth in Papua New Guinea's provinces and districts. The partnership responds to the PNG Government's priority of improving the decentralised system of government, devolving more powers to provinces and districts, and better addressing local development priorities. This program supports and analyses policy dialogue and programs to shape more durable, legitimate and inclusive institutions enabling improved service delivery and broader-based economic growth in PNG. The Subnational Development team design and implement programs which support PNG's priorities in these areas at the national and subnational level, partnering with Government Departments/agencies, community organisations and Churches.</p> <p>Law and Justice is a priority sector for Australia's aid program in PNG, as agreed under the PNG-Australia Partnership for Development. There are a number of initiatives managed by the Australian High Commission that seek to support the Government of PNG to meet their goal of PNG as a 'just, safe, secure society for all'. The Law and Justice program is delivered in close partnership with a wide range of PNG Government law and justice agencies as well as with Australian Government partners, specifically the Australian Federal Police and the Attorney Generals Department.</p>
Bougainville and Kokoda	The Bougainville and Kokoda program coordinates Australia's policy and development assistance in the Autonomous Region of Bougainville and to communities along the Kokoda Track. The Bougainville program is managed at the Australian High Commission and is supported by a team located at the DFAT Buka Office.
Program Strategy and 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 management, Budget preparation and reporting, Aid Program Performance Management, Fraud and Quality management, Gender, Sport, Humanitarian and Disaster Risk Reduction programming; NGO engagement and Aid Coordination.

## Economics, Health and Infrastructure Branch

Section	Descriptor
Health Security	Australia's investments in health primarily focus on supporting changes to the systems and policies that deliver better health in our region. The Health Security program works with the Government of PNG to improve health services and offer better access to essential health care. The program aims to improving maternal and child health, and reduce communicable diseases. These issues are addressed through training health workers, upgrading health facilities and supporting the private sector to deliver services. The Health Security program has a mix of country-wide focus and five priority provinces.
Infrastructure	<p>The Infrastructure section manages social, economic and transport infrastructure, the key programs includes the</p> <ul style="list-style-type: none"><li>• Health and Education Procurement Facility, which delivers health and education infrastructure project throughout PNG;</li><li>• Incentive Fund, which delivers social and economic infrastructure projects apart from supporting community livelihood and income generation projects;</li><li>• The PNG - Australia Joint Understanding projects, which currently covers the redevelopment of the University of Papua New Guinea (UPNG) and the ANGAU Hospital in Lae; and</li><li>• Transport Sector Support Program, which focuses on upgrading key national transport infrastructure such as the national roads.</li></ul>
Economics	Economics section is an integrated team that manages Australia's economic, trade, investment and business engagement with economic departments, the private sector and civil society. The work of the team supports the Government of Papua New Guinea to strengthen inclusive economic growth, and both the Australian and Papua New Guinea business community to start and grow their enterprises and invest in Papua New Guinea.

## ONE-PAGE PITCH

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

Your one-page pitch should address your work experience and capabilities against the position description. It is a chance to tell the SAC why you are the right person for the job.

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

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

The information in the position description (pages two to three), will help you understand the responsibilities and tasks of the position. The position description describes the skills, knowledge, experience 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 have been identified in the position description.

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

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

Please make sure you adhere to the 1,000 word limit, and thoroughly review your response checking all grammar, spelling and punctuation.

## HOW TO APPLY

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Applications must be submitted to the Human Resources Section at [pngahc.recruitment@dfat.gov.au](mailto:pngahc.recruitment@dfat.gov.au) by **4:30pm** on **Friday 19 November 2021**.

### **Late applications will not be accepted.**

1. For your application to be considered, you must complete the **Job Application Form**. The form captures all the relevant details required at this stage of the recruitment process, including:
  - Your personal details;
  - Your employment history;
  - Information regarding your education, qualifications and relevant training;
  - The names and contact details of two professional referees;
  - Information on any volunteer programs you have undertaken if they demonstrate personal achievements or relate to the selection criteria; and
  - Your one-page pitch.
  
2. Please do not include or attach any of the following documents:
  - Curriculum vitae; or
  - Certificates, awards etc.

These documents may be requested at interview.

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

For example: **John Smith – Senior Program Manager Development, Bulk**

## WHAT HAPPENS NEXT

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### **Acknowledgement**

Given the large number of candidates who apply for jobs at the Australian High Commission (AHC), only those shortlisted for interview will be contacted.

### **Shortlisting**

The shortlisting of candidates will commence after the advertisement closing date. The timeframe for shortlisting will depend on the size of the applicant field, and may take several weeks to complete. The Selection Advisory Committee will shortlist candidates against the requirements of the position and only those candidates who demonstrate the strongest claims will be shortlisted 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 Selection Advisory Committee will give a candidate a minimum of three days' notice prior to interview. Upon notification of selection for interview, the candidate should advise the Human Resources section if they have any special requirements.

All interviewed candidates will be advised of the selection process outcome via email.

### **Referee Reports**

Candidates should include the details of two professional referees in their Job Application Form. Ideally, one will be a 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 standards 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 bulk 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. An Order of Merit is valid for up to 12 months from the date the position was originally advertised and may be used to fill a position in the event it becomes vacant within this timeframe. 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 betel nut (buai) free environment.*