Australian High Commission
Port Moresby

Candidate Information Pack

Assistant Program Manager
Bougainville and Kokoda

Closing date: Friday 28 January 2022
Email enquiries to: 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 we are recruiting for; and
- how to apply for the position.

POSITION DESCRIPTION

Position number	200322
Position title	Assistant Program Manager
Position type (full-time/part-time/casual)	Full-time
Classification level	Locally Engaged 5
Section/Agency	Bougainville and Kokoda
Reports to (position title)	First Secretary, Buka Office
Location	Buka, Autonomous Region of Bougainville

About the Australian High Commission, 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 Bougainville and Kokoda Program

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 AHC and supported by a team located at the Buka Office.

About the position

Under limited direction, the Assistant Program Manager will work as part of a team helping to support the delivery of Australia's aid program in Bougainville. Within the Buka Office, the Assistant Program Manager will play a key role working flexibly across the development assistance portfolio, supporting the management and monitoring of the Bougainville Partnership, sectoral programs, and stakeholder engagement in the Autonomous Region of Bougainville.

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

- Support the implementation, monitoring, and evaluation of Australian-supported programs, including key sectoral programs, and activities in Bougainville

- Provide advice and technical expertise in specific areas of program delivery

- Undertake risk assessment and risk management of activities on behalf of the program

- Develop and maintain working relationships with key stakeholders, including the Autonomous Bougainville Government (ABG) and PNG Government officials, the Bougainville Program managing contractor, implementing partners, private sector, civil society organisations and other development partners on policies, programs and activities implemented in Bougainville

- Contribute to the analysis and planning of new activities, including development of new program designs; draft basic briefs and reports; and contribute to strategic planning processes

- Ensure the Australian Department of Foreign Affairs and Trade's cross-cutting policies on Gender Equality, Disability, Child Protection, Preventing Sexual and Exploitation, Abuse and Harassment (PSEAH) and Climate Resilience, as well as social and environmental safeguards, are applied in all aspects of policy and program development and implementation in Bougainville

- Work with the AHC Public Diplomacy team and the managing contractor to contribute to media releases and organise events in line with the Bougainville Program's Communication Strategy, and improve visibility of the Australian Government's support in Bougainville

- Support coordination of activities for AHC visits to Bougainville

- Provide administrative support as required, including managing correspondence and communication, assisting with logistics, as well as performing the role as IT focal point (LANA) for the Buka Office

Required skills and capabilities
- Good understanding of program management and development issues highly desirable.
- Strong organisational skills, ability to work under pressure and prioritise tasks in a busy working environment.
- Team player with strong interpersonal skills.
- Excellent oral and written communication skills in English and Tok Pisin.
- A current unrestricted Class 3/6 driver's licence with a good driving record, and the ability to maintain such a licence.
- Basic first aid certification is highly desirable.
- Strong computer skills using Microsoft Office applications.

Eligibility/Other Requirements
Offers of employment are conditional on the satisfactory completion of medical and local police security checks. The AHC is a COVID-19 vaccinated workplace.

ONE-PAGE PITCH

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

Applications must be submitted to the Human Resources Section at pngahc.recruitment@dfat.gov.au by 4:30pm on **Friday 28 January 2022**.
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, including:

   - Your personal details;
   - Your employment history;
   - The names and contact details of two professional referees;
   - Information regarding your education and qualifications;
   - Information regarding relevant training;
   - Information on any volunteer programs you have undertaken if they demonstrate personal achievements or relate to the position; and
   - Your one-page pitch.

2. Please do not include or attach 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.

E.g. **John Smith – Assistant Program Manager, Bougainville and Kokoda**

WHAT HAPPENS NEXT

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 application 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 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 AHC will consider a candidate's availability for interview from the date applications close, unless advised otherwise. 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 of 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
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 betel nut (buai) free environment.