

**aUSTRALIAn Embassy POHNPEI**

**Assistant program manager**

**Applicant information package**

Closing Date for applications: **COB** **Friday 1 September 2017**

**Australian Embassy Overview**

The Australian Embassy in Pohnpei is responsible for Australia’s relations with the Federated States of Micronesia (FSM), the Republic of Palau (ROP), the Republic of the Marshall Islands (RMI). The Embassy also has consular, reporting and visiting responsibility for the United States Territory of Guam and the Commonwealth of Northern Mariana Islands (CNMI).

The role of the Embassy is:

* to advance the interests of Australia and Australians in Micronesia
* the protection and advancement of Australia’s national interests through contributions to trade and investment, tourism, development and international security interests
* deliver an innovative aid program which contributes to the sustainable economic growth, poverty reduction and stability in Micronesia.
* the provision to Australians of information about and access to consular and passport services in Australia and overseas
* promote Australia’s foreign, trade and development prioritiesand a positive image of Australia internationally

**Position Details**

The Embassy is seeking applications from suitably qualified persons to apply for the position of **Assistant Program Manager.**

The successful applicant will work alongside the Senior Program Manager, and report to the Deputy Head of Mission, and often the Ambassador, on ensuring effective management, administration, and monitoring and evaluation of Australia’s Scholarships and Grant programs with the governments of Federated States of Micronesia, Republic of Palau and the Republic of the Marshall Islands. The position will be based at the Australian Embassy in Pohnpei and requires regional travel within the North Pacific.

**Qualifications/Attributes**:

* **Experience in project/educational administration by working for a government, or non-government organisation (NGO), or a regional or international organisation, or community group;**
* **High level of organisational and management skills, ability to set priorities, take initiative and respond to challenges;**
* **High level of interpersonal, oral and written communication skills with an emphasis on stakeholder engagement and relationship management; and**
* **Knowledge of development, economic, political, social and cultural issues in Micronesia affecting the delivery of Australia’s aid program across the North Pacific an advantage;**
* **Ability to use a range of IT systems and software packages effectively, particularly Microsoft Office applications (Word, Excel, etc).**

**Training**: Relevant training will be provided in the Embassy’s IT systems, and other relevant topics, may require travel within the region (including Australia).

**Contract**: This is a 2-year contract, which includes a six month probation period. The contract may be extended on the basis of need and performance.

**Salary**: The salary offered to the successful applicant will be from **US $16,141 - $23,751**. Subject to qualification a higher salary point maybe negotiated. Advancement is possible through the Embassy’s Performance Management System. The Embassy has an attractive remuneration package including recreation, flex-time and sick leave.

**Eligibility / Other Requirements:** The successful applicant will be required to obtain satisfactory police and medical clearances.

**Application Process:** Interested applicants need to provide a resume / CV and address the selection criteria. The selection criteria and duty statement are at **Attachment A**.

Please note that all of the selection criteria need to be addressed within the written application to be considered for interview. Attachment B and C should also be completed and included in your application.

**Please** **Email to following:**

1. **Resume/CV**
2. **Selection Criteria responses (Attachment A)**
3. **Attachments B and C**

**To:**

Eliza.Woolcock@dfat.gov.au

Eliza Woolcock

Deputy Head of Mission

Australian Embassy, Pohnpei

Applications close by **COB on Friday 1 September 2017**.No late applications will be considered.

 **Attachment A**

**Assistant Program Manager**

**Australian Embassy Pohnpei**

**Duty Statement**

1. Manage Australia’s Scholarship and grant programs, including preparing finance reports and contracts. Ensure team awareness and implementation of risk management and fraud control measures across programs.
2. Advocate and engage effectively with relevant scholarship recipients, alumni, counterparts and stakeholders in Government, NGOs, and community groups to advocate for, and implement Australia’s development policies and priorities.
3. Coordinate and prepare appropriate briefings on Australia’s scholarship and grant programs in Micronesia.
4. Ensure sound monitoring and evaluation and quality processes for the Direct Aid Program and Australia Awards Scholarships program, providing timely reporting on both programs.
5. Engage and manage the North Pacific Australia Awards Alumni Network, including organising regular events and producing content for social media.
6. Support and contribute to the Embassy’s economic public diplomacy strategy, activities and promotional materials and articles.
7. Provide support to the Deputy Head of Mission, contribute to the broader work of the Embassy, and as required, undertake other duties as directed.

**Assistant Program Manager**

**Australian Embassy Pohnpei**

**Selection Criteria (*all criteria have equal weighting)***

***Note: for each of the selection criteria, you should provide an example of a time when you were able to display the “selection criteria”.***

***You may want to consider using the STAR model to help write your answers (i.e. what was the Situation, what was the Task, what Action did you take, what was the Result).***

**SELECTION CRITERIA**

1. **Relevant experience in project/educational administration by working for a government, or non-government organisation (NGO), or a regional or international organisation, or community group;**
2. **Demonstrate a high level of organisational and management skills, ability to set priorities, take initiative and respond to challenges;**
3. **Demonstrated interpersonal, oral and written communication skills with an emphasis on stakeholder engagement and relationship management; and**
4. **Proven ability to use and learn new IT systems and software packages effectively, particularly Microsoft Office applications (Word, Excel, etc).**
5. **Knowledge of development, economic, political, social and cultural issues in Micronesia affecting the delivery of Australia’s aid program across the North Pacific (Pohnpeian/Marshallese/Palauan language ability an advantage);**

**Attachment B**

**Employment & Qualification Background**

**1. Personal Particulars**

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| --- | --- | --- |
| T | **Surname**  | **Given Name(s)** |
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| --- |
| **Personal Details****Date of Birth:**   **Place of Birth:**  **Passport Number:**   **Nationality. Present*:***    **At Birth*:***    **Address, telephone contact details, email address;**            |

**2. Current Employment**

|  |  |  |
| --- | --- | --- |
| **Month/Year****Commenced** | **Employer** | **Position** |
|       |       |       |
| Brief Description of your duties |
|       |

**3. Previous Positions Held (including movement within an organisation)**

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| --- | --- | --- | --- | --- |
| **Month/Year****Commenced** | **Month/Year****Finished** | **Employer** | **Position** | **Level** |
|       |       |       |       |       |
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**4. Academic Qualifications**

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| --- | --- | --- |
| **Year Received** | **Qualification** | **Institution** |
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**5. Languages**

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| --- | --- |
| Language | **Proficiency Level** |
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|       |       |

**6. Other** e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

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**Attachment C**

**Referee contacts**

Please provide the names and details of two referees whom the Consulate can contact if you are short listed for the interview.

**Referee 1**

|  |  |
| --- | --- |
| Full name of Referee: | Relation to Applicant (employer/supervisor): |
| Occupation (Position and company): | Phone: |
| Email:  |  |  |

**Referee 2**

|  |  |
| --- | --- |
| Full name of Referee: | Relation to Applicant (employer/supervisor): |
| Occupation (Position and company): | Phone: |
| Email:  |  |