



Australian Embassy Pohnpei

ASSISTANT PROGRAM MANAGER

APPLICANT INFORMATION PACKAGE

Closing Date for applications:
Friday 27th March 2026 COB

Australian Embassy Overview

The Australian Embassy in Pohnpei is responsible for Australia's relations with the Federated States of Micronesia (FSM). Its objectives are to maintain positive and resilient bilateral relations with the FSM, including through an effective and responsive development program, and to provide responsive consular and passport services to Australians in the FSM.

Australian Embassy's Diversity Policy

Our recruitment decisions are made on the basis of merit and we do not discriminate on the grounds of gender, age, race, ethnicity, religion or disability. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.

The department is committed to providing equal employment opportunities, access, equity and social inclusion for all employees, and in particular for the following groups:

- women
- people from a non-English speaking backgrounds, and
- people with a disability.

We strongly encourage suitably qualified people including those with disabilities to apply for our advertised vacancies. We aim to provide a work environment which is inclusive, supportive will make reasonable adjustments for applicants with disabilities and for people with disability who are applicants for employment. If you need any assistance or adjustments to participate fully in the application/interview process, please contact: +691 320 5448.

Employment opportunities will not be denied to anyone because of the need to make reasonable adjustment for a person's disability.

Position Details

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

The successful applicant will work with the Second Secretary, and often closely with the Ambassador, on ensuring effective management, administration, and monitoring and evaluation of Australia's Scholarship and Direct Aid Programs in the FSM. Training will be provided in the Embassy's IT systems.

This is a **full-time contract** which includes a six-month probation period.

Salary: The salary range offered to the successful applicant will be **USD23,448.00 – USD27,420.00 per annum**. 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. Incomplete applications will not be accepted.

Please **email** the following documents to the address below:

1. **Resume/CV**
2. **Written Response to each of the Selection Criteria (Attachment A)**
3. **Completed Attachments B and C**

Email to: josh.critchley-evans@dfat.gov.au

The application package will be available at the Embassy.

Applications close on 27th March 2026 COB

No late applications will be considered.

Assistant Program Manager

Duty Statement

1. Managing Australia's Australia Awards Scholarship and Direct Aid Programs (DAP), including preparing finance reports and contracts. Ensure team awareness, implementation of and compliance with risk management and fraud control measures across programs.
2. Build and develop strong and productive relationships with scholarship and DAP recipients, alumni, counterparts and stakeholders in Government, NGOs, and community groups.
3. Coordinate and prepare appropriate briefings, presentations and speeches on Australia's Australia Awards Scholarship and Direct Aid Programs in FSM.
4. Engage with and manage the scholarship alumni network, including organizing events and producing content for social media.
5. Support and contribute to the Embassy's economic public diplomacy strategy, activities and promotional materials and articles.

Attachment A

Assistant Program Manager

Please provide **written responses** to all five Selection Criteria below based on your qualifications or previous work experience. All criteria have equal weighting. For each of the selection criteria, you should provide an example of a time when you were able to display the “**selection criteria**”.

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. Experience preparing finance reports and contracts;
4. Demonstrated interpersonal, oral and written communication skills with an emphasis on stakeholder engagement and relationship management; and
5. Proven ability to use and learn new IT systems and software packages effectively, particularly Microsoft Office applications (Word, Excel, etc).

Attachment B

Employment & Qualification Background

1. Personal Particulars

	Surname	Given Name(s)

Personal Details

Date of Birth:

Place of Birth:

HK ID Card number *and/or* Passport Number:

Nationality. Present:

At Birth:

Address, telephone contact details, email address;

2. Current Employment

Month/Year Commenced	Employer	Position

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

Month/Year Commenced	Month/Year Finished	Employer	Position	Level

4. Academic Qualifications

Year Received	Qualification	Institution

5. Languages

	Proficiency Level

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

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Referee contacts

Please provide the names and details of two referees whom the Embassy 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:	