



**Australian Embassy Pohnpei**

# **SENIOR PROGRAM MANAGER**

## **APPLICANT INFORMATION PACKAGE**

Closing date for applications:

**12 Midday, 2 December 2024**

## **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 and supportive. 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 Australian Embassy is seeking applications from suitably qualified people for the position of **Senior Program Manager**.

The successful applicant will work to the Second Secretary (Development), and often closely with the Ambassador, on ensuring effective contract management, design, implementation, monitoring and evaluation of Australia's development priorities and programs with the government of the Federated States of Micronesia. The successful applicant may have to undertake work travel. Training will be provided on the Embassy's IT and aid systems.

**Full Time Contract:** This is a **full-time two-year contract** which includes a three-month probation period. The contract may be extended on the basis of need and performance.

**Salary:** The salary range offered to the successful applicant will be **US\$36,036 – US\$42,156 per annum**. Subject to qualifications and experience, the salary point may be negotiated. Advancement is possible through the Embassy's performance management system. The Embassy has an attractive remuneration package including recreation leave and sick leave.

### Eligibility / Other Requirements:

The successful applicant must provide evidence of a relevant FSM work permit - the Embassy will not cover any costs associated with a work permit or relocation. 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 considered.

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: [pypi.mail@dfat.gov.au](mailto:pypi.mail@dfat.gov.au)

Applications close at 12 Midday, 2 December 2024.

Late applications will not be considered.

## **Senior Program Manager Australian Embassy Pohnpei**

### **Duty Statement**

1. Assist with the management of Australia's development budget for the Federated States of Micronesia (FSM), including preparing finance reports and contracts. Ensure team awareness and implementation of risk management and fraud control measures across programs.
2. Develop, strengthen and maintain effective relationships, and maintain effective and efficient communication with relevant counterparts and stakeholders in Government, NGOs, donors, regional and multilateral development agencies, to advocate for, and implement Australia's development policies and priorities.
3. Produce and deliver a range of high-quality written materials and policy advice on Australia's key development priorities in the FSM including briefings, correspondence, new proposals, presentations and minutes to inform activity progress, emerging issues and key risks.
4. Advise on development strategies, policies, priorities and practices across all programs.
5. Complete timely and sound monitoring and evaluation of programs and contribute to reporting requirements in line with relevant policies.
6. Provide support on the Embassy's Direct Aid Program, Scholarships Program and public diplomacy activities as required.
7. Contribute to the broader work of the Embassy as required and directed. This may include travel for training and duty.

# **Attachment A**

## **Senior Program Manager**

Please provide **written responses** to all six 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. Minimum 3 years' relevant experience either in contract management and/or project administration by working for a government, or non-government organisation (NGO), or a regional or international organisation;
2. Strong analytical and critical thinking skills and demonstrated ability to provide advice to senior management and contribute to long term strategic planning;
3. High level of interpersonal, oral and written communication skills with an emphasis on negotiation and stakeholder engagement;
4. Proven knowledge of development, economic, political, social and cultural issues in the Federated States of Micronesia and North Pacific affecting the delivery of Australia's aid program (Pohnpeian language ability an advantage);
5. Demonstrate a high level of financial management, organisational and management skills, ability to set priorities, take initiative and effectively monitor and evaluate Australia's aid programs in the FSM;
6. Ability to use 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)

  

Date of Birth:	Place of Birth:
Identification Number <i>and/or</i> 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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## **Attachment C**

### **Referees Contact Information**

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:	