



**Australian High Commission
Fiji**

Candidate Information Pack

Program Manager, LE6

Applications Close: 4.00pm, Monday 16 October 2023

(Salary Range: \$71,440 to \$83,574)

Email applications to:

ahcsuvavacancy@dfat.gov.au

Advertisement

The Australian High Commission is seeking qualified, experienced, and energetic individuals to fill positions in its development program team. Priority program areas include partnerships between Australia and regional organisations, gender equality, child protection, climate change, economic growth, governance, health and major disease outbreak prevention, humanitarian, education, and skills and jobs for growing populations.

The suitable candidate will have established program and contract management skills and technical expertise on policy and development issues in Fiji and the region. The person will have sound analytical skills and experience in implementing and managing a range of programs.

Under limited direction, successful candidates will manage programs which assist Fiji and the Pacific region to respond to significant long-term challenges. The position also provides strategic advice and support to program areas on development issues to ensure that these issues are integrated into all Australian-funded aid programs.

The Application Form and the Candidate Pack including the Position Description are available at www.fiji.embassy.gov.au. Applications including a One Page Pitch (enter this into the Application Form) and a resume, must be submitted by 4.00pm on **Monday, 16 October 2023**, to ahcsuvavacancy@dfat.gov.au.

For further enquiries please, call 338 2211.

Late applications and applications that do not include the One Page Pitch will not be considered.

Please Note: Applicants must be eligible to work in Fiji by virtue of citizenship or relevant work permit.

Applying for a job with an Australian Embassy, High Commission or Other Post

In general, selection decisions for jobs and promotions within Australian embassies, high commissions or other posts are based on three elements: a written application, referee report/s and an interview.

The following guidelines aim to assist staff prepare a written application, prepare for an interview and to prepare their referees to provide a comprehensive and supportive referee report.

1. Written Application

Your submission must include the completed Application form (including the Applicant Response document) and a brief resume.

Advertisement

All advertised positions have a corresponding advertisement setting out the responsibilities and tasks required in the job. The advertisement also sets out the experience, skills and personal qualities a person needs to perform the role effectively.

Position Description

All advertised positions have a corresponding position description setting out the key responsibilities of the position and providing an outline of the experience and qualifications a person needs to perform the role effectively.

Resume

Your resume should be brief (**no more than 3 pages**) and include your current position, previous positions (working backwards), academic qualifications, languages, and other relevant information— including publications and awards. Please include brief information about each of the previous positions you have held.

Applicant Response document (One Page Pitch)

Your Applicant Response document or one page pitch (limited to 1200 words) is a chance to tell the Selection Advisory Committee (SAC) why you are the right person for the job. This is your first opportunity to demonstrate your claims against the position description and advertisement.

Read the position description and advertisement carefully! Your Applicant Response document or one page pitch is your opportunity to advise the selection panel of your workplace achievements as they relate to the position description and advertisement. You need to demonstrate in the that you have the required knowledge, skills and experience. Do not make assertions about skills or experience. Use recent examples as much as possible.

When writing your Applicant Response document or one page pitch, the Selection Committee want to know:

- why you want to work at the AHC,
- how your skills, knowledge, experience and qualifications are applicable to the role.

In a nutshell your Applicant Response document or one page pitch should answer the question why should DFAT hire you?

Please note that your application will not be considered if the Applicant Response document or one page pitch is not completed.

Treat your application like a formal document

Ensure grammar and spelling are correct, and that you have used the correct punctuation where appropriate. **We strongly recommend you write your Applicant Response or one page pitch in an application such as Microsoft Word and then copy and paste it into your application form when completed.** This should prevent the loss of your work and spelling errors.

2. Referee Reports

You will be required to supply contact details of two referees that the SAC may contact; this should be your current supervisor and a recent past supervisor. The committee may seek comments from others who know your work, but you have not listed as a nominated referee. If this is the case the SAC may contact you beforehand. Not all candidates will have a referee check conducted – this will be at the discretion of the SAC.

If you are currently working within the Australian High Commission, Suva it is your responsibility to advise your referees that they may be contacted by a member of the SAC. If you work in private employment, the SAC may call you to discuss contacting referees.

Referees' comments should be framed around the position description. The SAC will seek evidence-based evaluations of your performance against the position description. We recommend that you discuss your claims with your referees to ensure that you are aware of the comments they may make in discussions with the SAC. If an adverse comment is made that will have a significant bearing on an application, the SAC will give the applicant concerned the opportunity to respond to the adverse comment(s).

3. Interview

If you are shortlisted, you will be invited to attend an interview. Many people are nervous about interviews. Solid preparation is the key to a successful interview.

On the basis of the position description, you may be asked a range of questions to demonstrate your skills and abilities. These could include behavioural-based questions and hypothetical scenario questions.

The following interview tips might be helpful:

- Know your own story:
 - ✓ your key selling points.
 - ✓ examples of achievements relevant to the position description and
 - ✓ what you might have done differently with the benefit of hindsight
- Know the role and its broader context:
 - ✓ be familiar with the position description.
 - ✓ understand the work level standards required.
 - ✓ understand the broader context: the mission's and Department's priorities and how the job you are applying for fits into this picture; and
 - ✓ be aware of current affairs
- Practice aloud to get comfortable with the wording of examples you might use, but don't learn responses by rote – you don't know what the questions are yet!
- You may be given a copy of the questions a few minutes before interview. Be ready to jot down some notes
- Dress appropriately for the interview and check your appearance in the mirror. You should feel comfortable and confident with your appearance
- Questions tend to be broad, open, behaviour-based questions to allow you to convince the interviewer of your suitability for the job/promotion
- Present clearly and confidently
- Questions need to be answered as if you were already at the level
- Manage your time. If you have a 20-minute interview, you can't afford to spend 15 minutes on your first answer
- You may be asked if there is anything you want to add – be ready
- Remember the 6 P rule:
 - ✓ Proper Prior Preparation Prevents Poor Performance.

Note:

- The position you are applying for is not an Australian Public Service position.
- Working for the Department requires the highest standards of conduct. Exemplary ethical conduct on the part of the Department's employees contributes significantly to the standing of the department in Australia and overseas and the overall effectiveness of its work. Employees are required to comply with the LES Code of Conduct.
- This is a locally engaged position subject to Fiji labour laws. All costs and arrangements for a work permit (if required, to be eligible to work in Fiji) are the responsibility of the applicant.

About the Australian High Commission in Suva

The Australian High Commission is located at 37 Princes Road, Tamavua, Suva.

Australia has had diplomatic representation in Fiji since 1964.

The Australian High Commissioner to the Republic of the Fiji Islands is the official representative of the Australian Government in Fiji. The High Commissioner is also Australia's Permanent Representative to the Pacific Islands Forum Secretariat.

The following Australian Government departments are represented at the High Commission:

- Department of Foreign Affairs and Trade (DFAT)
- Australian Trade Commission (Austrade)
- Australian Federal Police (AFP)
- Australian Defence Force (ADF)
- Department of Home Affairs (DHA)
- Australian Centre for International Agricultural Research (ACIAR)

Additional information pertaining to the Australian High Commission can be obtained from our website www.fiji.embassy.gov.au

Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	Several
POSITION TITLE	Program Manager
CLASSIFICATION	LE6
DIVISION/POST/SECTION	Suva
REPORTS TO (TITLE)	Senior Program Manager
CONTRACT TYPE	Ongoing

About the Department of Foreign Affairs and Trade

The role of the Australian High Commission through the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality overseas development cooperation program, and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government and works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional, and bilateral interests.

About the role

Under limited direction, the Program Manager manages programs which assist Fiji and the Pacific region to respond to significant long-term challenges.

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

- Monitor, analyse and provide strategic advice on developments in thematic sectors such as Pacific regionalism, including relevance to program effectiveness, future programming, engagement, and broader Australian interests.
- Contribute to the development, implementation and review of policies, programs, and initiatives, and oversee missions and project activities.
- Lead the design, tender and contracting processes, manage assigned agreements and contracts, and ensure partners/contractors meet compliance and performance delivery targets.
- Build and maintain strategic relationships with a broad range of stakeholders – including Pacific Governments, United Nations agencies, the Pacific Island Forum Secretariat, the Pacific Community, development partners, civil society organisations and managing contractors – to advance Australia's policy and programming priorities.
- Manage a team of staff including building capability in a team environment through coaching, providing performance feedback, conflict resolution and encouraging career development.
- Engage with Australia's network of Pacific posts, to plan, coordinate and harmonise program development and implementation.

- Actively manage program implementation, mitigate program risk, and identify innovations and improvements.
- Manage program finances, including the preparation of financial estimates, coordination of budgets and maintenance of financial records.
- Manage and deliver input to quality reporting systems and other performance and quality-related requirements.
- Manage and integrate cross-cutting issues, including gender equality and child protection into all aspects of program development and implementation
- Represent and actively advocate Australia's position in policy engagement, liaison, and negotiation, and provide advice on Australian participation, operational and policy issues.
- Produce and deliver a range of high-quality written materials and policy advice including briefing, speeches, and correspondence to inform activity progress, emerging issues, and key risks
- Provide assistance with organising meetings, high-level visits, and events.

Qualifications/Experience

- Relevant work experience in development or a related field including governance, education, health, Pacific regionalism, gender equality and child protection, public sector reform and economics, climate change and disability.
- Relevant tertiary qualifications are highly desirable but not essential.
- Demonstrated experience in program management, including monitoring and evaluation and financial and contract management is preferred.
- Excellent communication and interpersonal skills, including briefing and report writing capabilities, and the ability to engage with stakeholders at all levels including government, Pacific regional organisations, multilateral organisations and civil society organisations.
- Demonstrated ability to engage and collaborate with a range of stakeholders to deliver results.