



**Australian High Commission  
Fiji**

**Candidate Information Pack**

**Senior Program Managers, LE7**

**Applications Close: 4.00pm, Monday 22 May 2023**

**Email applications to:**

[ahcsuvavacancy@dfat.gov.au](mailto:ahcsuvavacancy@dfat.gov.au)

## **Senior Program Managers, LE7**

The Australian High Commission is seeking suitably qualified Senior Programme Managers with international development experience in regional education, health, social protection, and public financial management.

The successful applicant will have demonstrated delivery of development programs through the aid management cycle and have significant experience in financial and contractual management. The candidate will also demonstrate strong leadership skills and the ability to manage and mentor staff.

In addition, the successful applicant will lead a small team accountable for the management of a portfolio of programs that are innovative, effective and relevant to the Australian development program. This also includes Australia's support to, and engagement with, regional and Canberra-based aid initiatives.

## **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 one-page pitch) and a brief resume.

#### **Advertisement**

All advertised positions have a corresponding advertisement setting out in brief 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.

## **One page pitch**

Your one-page pitch (between 800 - 1200 words) is a chance to tell the Selection Panel 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 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 one-page pitch that you have the required knowledge, skills and experience. Do not make assertions about skills or experience. Use recent examples as far as possible.

**Please note that your application will not be considered if the 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 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 Selection Panel may contact; this should be your current supervisor and a recent past supervisor. The Selection Panel may decide to contact a referee – either before or after interview. The committee may contact you in cases where you have advised the Selection Panel not to at this stage. The Selection Panel may seek comments from others who know your work but you have not listed them as a nominated referee. If this is the case the Selection Panel may contact you beforehand. Not all candidates will have a referee check conducted; this will be at the discretion of the Selection Panel.

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 Selection Panel. If you work in private employment, the Selection Panel or a representative of the Selection Panel may call you to discuss contacting referees.

Referees' comments should be framed around the position description. The Selection Panel 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 selection panel. If an adverse comment is made that will have a significant bearing on an application, the Selection Panel will give the applicant concerned the opportunity to respond to the adverse comment(s).

### **3. 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](http://www.fiji.embassy.gov.au)

## Position Description – LE7

<b>AGENCY</b>	Department of Foreign Affairs and Trade
<b>POSITION NUMBER</b>	Various
<b>POSITION TITLE</b>	Senior Program Manager (Various)
<b>CLASSIFICATION</b>	LE7
<b>DIVISION/POST/SECTION</b>	Suva
<b>REPORTS TO (TITLE)</b>	Counsellor
<b>CONTRACT TYPE</b>	Ongoing

### **About the Department of Foreign Affairs and Trade (DFAT)**

The role of 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 aid program and helping Australian travellers and Australians overseas.

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

### **About the role**

The Australian High Commission is seeking qualified, experienced and energetic individuals to fill positions in our development program team. Priority program areas include partnerships between Australia and regional organisations, social protection, gender equality, disability, climate change, economic growth, governance, health, humanitarian, education and skills.



Senior Program Managers (SPMs) have highly developed program and contract management skills. SPMs undertake work that is very complex or sensitive and operate under broad direction guided by legislation, policies, procedures and precedents. They exercise a considerable degree of independence and perform a leadership role.

They manage the delivery of Australia's bilateral and regional partnerships and development programs, in close collaboration with relevant sections in DFAT Canberra. SPMs provide technical expertise on policy and development issues in Fiji and the region and provide high-level strategic advice and ensure strategic, cohesive engagement in the sector they work. They undertake high-level representation on behalf of the Australian High Commission in Suva, managing regional and bilateral networks.

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

- Develop, maintain and strengthen strategic relationships and partnerships across a broad range of key regional and bilateral stakeholders – including regional organisations, Pacific governments, managing contractors, civil society organisations and development partners – to advance Australia's policy and programming priorities.
- Manage and oversee the effective implementation of relevant global, regional and bilateral programs, including complex problem solving, performance, risk management and budget management.
- Manage and provide strategic advice on the design, monitoring and reporting on Fiji and select regional development program investments, with a strong emphasis on effectiveness, efficiency and value for money.
- Lead and coordinate the mainstreaming of cross-cutting issues (including gender equality, disability and social inclusion issues and climate change) through the development program.
- Recommend strategic directions for an area of responsibility, promote program objectives, and contribute to policy dialogue and development programming and activities.

- Identify and manage development, fraud and other program risks, provide advice on the management of these risks and inform broader performance reporting.
- Provide high-level strategic analysis and evidence-based advice on operational issues, strategic program directions, future program planning, and broader Australian interests.
- Actively represent the Australian High Commission and provide advice on Australian participation at a wide range of local, regional and international events and meetings.
- Lead and manage a small team, determine workflow priorities, and provide coaching, mentoring and guidance to staff to ensure team outcomes are met.
- Perform other duties as required.

### **Qualifications/Experience**

- Experience working in international development or a related field, including health, education or public financial management.
- Demonstrated advanced program management experience including design, implementation, financial and contractual management, monitoring and evaluation.
- Excellent communication and interpersonal skills, including briefing and report writing capabilities.
- Demonstrated ability to engage with a wide range of stakeholders to deliver results.
- Relevant tertiary qualifications in health, development, education or economics. Higher degree is desirable but not essential.
- One specific vacancy would benefit from strong knowledge of health issues in the Pacific region.
- One specific vacancy would benefit from strong knowledge of Pacific regional education.
- One specific vacancy would benefit from strong knowledge of public financial management and/or social protection.