



Australian High Commission  
Port Moresby

## Candidate Information Pack

# **Senior Program Manager Program Effectiveness and Climate Change**

**Closing Date: Wednesday, 12 July 2017**

This information package should assist potential applicants to understand the work of the Australian High Commission, what is involved in the role, the Selection Criteria, how to apply and also help you make an informed decision to apply.

## Position Description

<b>Title</b>	Senior Program Manager
<b>Classification</b>	Locally Engaged 7 (LE7)
<b>Reports to</b>	Counsellor, Program Effectiveness and Climate Change
<b>Location</b>	Port Moresby

### **About the Australian High Commission in Port Moresby**

The Australian High Commission represents the Australian Government by advancing the interests of Australia and Australians in Papua New Guinea (PNG). Our primary national interest is in a strong bilateral relationship underpinned by a peaceful, secure and prosperous PNG and Pacific Region. The High Commission is also responsible for apprising Canberra about developments in areas such as domestic politics, immigration, economics, trade and investment, culture, defence and development cooperation, with a view to informing Australia's foreign policy. And for promoting a positive image of Australia, enhancing people-to-people links, and delivering consular assistance to Australians in need.

### **About the Development Cooperation Program**

Australia's aid to PNG is delivered under the PNG-Australia Partnership for Development and is focussed on health, education, transport infrastructure and law and justice. Underpinning assistance in these sectors is support to improve governance in PNG's public sector and assistance to improve gender equality. Specific packages of support have also provided for Bougainville, Manus and Kokoda.

### **About the Program Effectiveness & Climate Change Section**

The Program Effectiveness and Climate Change Section is responsible for a variety of activities and programs that support Australia's development program in PNG including: Contracts, Budget, Fraud and Quality management; and Climate Change, Humanitarian and Disaster Risk Reduction programming; and Aid Coordination.

### **About the role**

The position will report to the Counsellor, Program Effectiveness and Climate Change. Under limited direction as part of the Program Effectiveness and Climate Change team, the position will oversee a number of tasks to strengthen the High Commission's ability to respond to possible future humanitarian crisis in Papua New Guinea including undertaking crisis and humanitarian planning, stakeholder liaison and resource and personnel management.

### **The key responsibilities for this position are:**

- Provide oversight on the delivery of DFAT's disaster reduction and climate change activities in PNG
- Act as the coordinating point for dialogue and interaction between DFAT sectors and provincial representatives on service delivery at the sub national level
- Provide oversight over Disaster Relief Management (DRM) and Climate Change (CC) activities at Post

- Provide support to DRM and CC team on implementation of program activities including emergency response mechanisms are functional to allow DFAT including provincial representatives and PNG government agencies, to respond quickly and effectively
- Provide updates to provincial representatives on advice and analysis for key corporate and operational areas including higher level policies and programs including regular briefs on sector strategies/ activity plans
- Coordinate feedback from sectors to provincial representatives on corporate matters and new program designs/aide memoires/new GoPNG initiatives
- Liaise with performance and quality unit on development of a multi-sector monitoring for provincial representatives
- Undertake regular monitoring visits to out posted officer locations including meetings with relevant provincial administration
- Provide oversight of the implementation of DRM and CC activities in PNG
- Supervise officers in the sector
- Coordinate and liaise with provincial representatives and DFAT sectors on service delivery in the provinces
- First point of contact for provincial representatives. Represents provincial representatives at relevant sector meetings and government meetings as required - is the conduit for information sharing between sectors and PRs
- Coordinate meetings got provincial representatives including recall programs and liaise with managing contractor on logistics activities in provinces
- Act as primary point of contact for provincial representatives with DFAT sectors
- Represent provincial representatives in DFAT meetings, conferences and seminars
- Contribute to whole-of-government policy by building effective relationships with sectors and sub national government agencies

### **Qualifications/Experience**

- Demonstrated experience in decentralisation service delivery and public policy analysis, strategic program management and development

### **Required Skills and Capabilities**

- Proven professional experience and success in managing business and corporate functions in a diverse organisation
- The ability to support the attainment of work area goals including key performance outcomes, strategic thinking, evaluation, analysis and innovation
- Demonstrated strong administration and management capability including planning, teamwork, human resource and financial resource management
- Sound judgement and problem-solving skills to deal with complex and often sensitive organisational issues including; contract management and stakeholder engagement
- A high level of communication and interpersonal skills that can be applied in building productive working relationships with stakeholders , other managers and employees

**Eligibility/Other Requirements**

The successful candidate is required to undergo Police Clearance and Medical Checks.

**Order of Merit List**

If you are found suitable for a role within the Australian High Commission, Port Moresby as a Senior Program Manager, Program Effectiveness and Climate Change you will be placed on an order of merit list, which may be used to fill vacancies for up to twelve (12) months from the date of advertising. Following the recruitment and selection processes there will be a separate process to place suitable candidates in the right roles.

## Selection Criteria

All interested applicants are required to submit a one-page statement of claims outlining their suitability for the role. The statement must address the following selection criteria and provide examples and evidence from previous experience to do so:

1. Supports and contributes to strategic direction
2. Achieves results
3. Values Teamwork and builds partnerships
4. Demonstrates personal drive and integrity
5. Works and communicates with influence
6. Aid Management, Development Policy and Country/Region knowledge
7. Sector/Corporate knowledge

**Note: When considering your application, the Selection Committee will seek evidence of performance against each of these criteria**

## How to Apply

Applications must be submitted to The Human Resources Manager, [pngahc.recruitment@dfat.gov.au](mailto:pngahc.recruitment@dfat.gov.au) by 4.30pm, **Wednesday, 12 July 2017**. Late applications will not be accepted.

Your application must include:

1. A **Resume** (*3 Page maximum*) which outlines:
  - Employment history;
  - Education, qualifications and relevant training; and
  - The names and contact details of two **professional** referees.
2. **Your statement of claims** against the selection criteria (*1 Page maximum*)

Please include your name and the job title in the subject line of your email for easy reference. E.g. **John Smith – Senior Program Manager Program Effectiveness and Climate Change**

**Note:** Given the number of applications, only those considered suitable for interview will be contacted.

The Australian High Commission promotes a workplace free from discrimination and harassment and is a smoke and buai free environment. All recruitment is based solely on merit.