



**VACANCY – Australian High Commission  
Program Manager – Budget, Risk and Cross-Cutting  
Closing Date – 6 June 2018**

The Australian High Commission would like to fill the position of Assistant Program Manager – Budget, Risk and Cross-Cutting. The position is fulltime for an initial period of one year commencing in late early July 2018. The position includes a competitive salary and related training opportunities for the successful applicant.

**Main responsibilities include, but not limited to:**

- Manage a range of contracts and oversee the financial management, monitoring and reporting related to Australia's aid program
- Prepare financial estimates and program expenditure
- Oversee and manage accurate, up-to-date activity data on DFAT systems, including Aid Works
- Assist with the preparation for and participate in programming meetings with development partners
- Assist with developing and managing risk registers for each program
- Build and maintain relationships across a broad range of regional stakeholders, including community organisations, senior and middle management, government officials, private sector representatives, international and regional organisations
- Oversee the implementation of Australian development cooperation programs



## **Position Description**

### **Program Manager – Budget, Risk and Cross-Cutting**

TITLE	: Program Manager – Budget, Risk and Cross-Cutting
POST	: Australian High Commission in Nauru
POSITION LEVEL	: LE5
SUPERVISOR	: Second Secretary Development Cooperation
SALARY	: Starting salary \$16,539 a year

Under general direction, the Program Manager will manage aspects of the administration, operations and service delivery in support of the Australian Government's development cooperation program in Nauru.

## **Selection Criteria**

The successful applicant should have demonstrated ability to:

- Fluency in written and spoken English (required) and Nauruan (desirable).
- Experience in the use of financial management systems
- Experience in program or project monitoring, evaluation and reporting
- Two (2) or more years of experience working with bilateral and/or multilateral funded projects would be an advantage
- Tertiary qualifications (Bachelor level or higher) in a relevant discipline such as gender equality, disability inclusion, environment, climate change, public policy/administration or international development would be an advantage

## **How to Apply**

Interested persons should submit an application which must include:

- a) A one page statement showing how you meet the selection criteria and why you think you are suitable for the position;
- b) Your CV containing all relevant details about you, including contacts details; and
- c) Telephone and email contact details of two referees and their relationship to you (previous employer, volunteer supervisor, etc).

Clearances – Employment is conditional on satisfactory completion of police and medical clearances. Applications must be delivered to the Australian High Commission at MQ45, NPC Oe in Aiwo District or emailed to [angus.hinton@dfat.gov.au](mailto:angus.hinton@dfat.gov.au) by 5.00pm on Wednesday, 6 June 2018.