



**VACANCY – Australian High Commission
Program Manager – Budget, Risk and Cross-Cutting
Closing Date – 25 May 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 by 4.00pm on Friday, 25 May 2018.