



Australian High Commission Suva

Candidate Information Pack Program Manager Tuvalu LE6

Applications Close: 4.00pm, Monday 12 June 2017

Submit applications to:

'Vacancy – Program Manager Tuvalu'
Australian High Commission, Suva
PO Box 214
Suva, Fiji Islands
Or email to ahcsuvavacancy@dfat.gov.au

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. The Written Application

To be considered your written application must include a brief CV and a statement of claims addressing the selection criteria.

Your CV 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, awards.

All advertised positions have a corresponding duty statement setting out the responsibilities and tasks required in the job. The selection panel will use this and the selection criteria, based on the duty statement, to assess applications. The selection criteria describe the personal qualities, skills, abilities, knowledge and qualifications (if any) a person needs to perform the role effectively.

The statement of claims addressing the selection criteria is your first opportunity to demonstrate your claims against the duty statement and selection criteria. Read the duty statement carefully and ensure you address each criterion. Use workplace achievements to demonstrate you have certain skills or experience rather than assertions about skills or experience. Use recent examples as far as possible.

The following **STAR** points are useful guides in outlining your competency or experience against to each duty/criterion.

Situation Set the context by describing the situation in which you demonstrated the skills or qualities and gained the experience.	Actions What did you do and how did you do it?
Task Describe the task	Results What did you achieve? What was the end result and how does it relate to the job that you have applied for?

If you find it difficult to identify strong examples for each duty/criterion, you can still show you understand what's required and how it should be done.

The application is also used by the selection panel to assess an applicant's writing and organisational skills as well as their eagerness for the job. Make sure your application is succinct, focussed and well organised. Show that you are well prepared and thorough by ensuring it is sufficiently detailed and coherent as well as free of spelling or grammatical mistakes. Where possible, have someone, such as a colleague or supervisor, read over your application before lodging it.

While the position you are applying for is not an Australian Public Service position, the Australian Public Service Commission website provides some good information on how to address selection criteria. This link to a fact sheet about addressing selection criteria may assist you in preparing your application. <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet5>

2. Referee Reports	3. The Interview
<p>Referee comments are a very important element of your application. You will be required to supply contact details of at least one referee. Your referee should be the person most familiar with your work, who can comment on your ability to perform against each duty/criterion. It is helpful if they are able to provide work-specific examples against each duty or selection criterion.</p> <p>You should assist referees by providing them with a copy of your application, the duty statement for the job/selection criteria and any other relevant materials. It is your responsibility to advise your referee/s that they will be contacted and to prepare them to be in a position to answer well all the questions they are asked.</p>	<p>Many people are nervous about interviews. Solid preparation is the key to a successful interview.</p> <p>On the basis of the duty statement and/or selection criteria, you may be asked a range of questions to demonstrate your skills and abilities. These could include behavioural-based questions and hypothetical scenario questions.</p> <p>The following interview tips might be helpful:</p> <ul style="list-style-type: none">. Know your own story:<ul style="list-style-type: none">– your key selling points;– examples of achievements relevant to the duty statement and selection criteria; and– what you might have done differently with the benefit of hindsight. Know the role and its broader context:<ul style="list-style-type: none">– be familiar with the duty statement;– 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
- . Follow the STAR principle – Situation, Task, Actions, Results
- . 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.

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 Deputy High Commissioner is accredited as High Commissioner to Tuvalu.

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)
- Department of Defence
- Department of Immigration and Border Protection (DIBP)
- 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	SUV041
Title	Program Manager Tuvalu
Classification	LE6
Division/Post/Section	Suva/Development Cooperation - Tuvalu
Reports to	SUV031 Senior Program Manager Tuvalu
Contract Type	Department of Foreign Affairs and Trade
Salary Range	FJD\$63,674 – FJD\$77,396

About the Australian Government's 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

Under limited direction of the Senior Program Manager, and with reasonable autonomy and accountability, the Program Manager Tuvalu will manage discrete programs under Australia's Aid Investment Plan for Tuvalu (2016-17 to 2019-20) to assist with the administration and management of the broader Australia-Tuvalu relationship.

The key responsibilities for this position include but are not limited to:

- Manage specific contracts/programs in the Aid Investment Plan for Tuvalu, monitor performance, provide advice and expertise to ensure development outcomes are achieved effectively and efficiently
- Provide technical input in the design, implementation and monitoring and evaluation phases of the program to support both service delivery and system strengthening, and to manage identified risks

- Manage the scholarships program, including engagement with candidates, scholars and alumni. Coordinate with Government of Tuvalu and New Zealand on offering awards and oversee the Fiji Program Support Facility's administration of intake cycles and use of OASIS
- Establish networks and strengthen relationships with Tuvalu government officials to remain aware of longer-term strategic, political and operational outcomes for the country program
- Represent and liaise with a range of stakeholders including other donors, multilaterals, Australian government officials, specialists and consultants, civil society and community groups, and other development organisations. Monitor changes in the work environment that may impact on development objectives
- Manage program administration and finances including accountability for all financial and contractual management and procurement, budget coordination and analysis; ensure compliance with legislative, financial and administrative frameworks and government/post decision-making processes, guidelines and regulations.
- Manage risks within Tuvalu programs in a very complex operating environment
- Prepare evidence based reporting/briefing at the program level including technical reviews of projects (project design, frameworks and formulation) for quality assessments of new and ongoing projects, and corporate reporting
- Contribute to the development of communication strategies, quality assurance and evaluation processes; and prepare briefing material
- Provide administrative support to the program including logistical assistance to visiting consultants, paper based and electronic records management and data entry.

Qualifications/Experience

- Relevant tertiary qualifications in development and/or economics
- Knowledge of Tuvalu, its government and systems, as well as culture and language, essential
- Sound analytical skills and experience in implementing and managing a range of programs (e.g. education, health, scholarships, gender, disability, climate change, governance) in a developing country, highly desirable
- Demonstrated knowledge and technical expertise on policy and development issues
- Strong relationship building and networking skills with diverse stakeholders
Experience managing contracts and preparing narrative and financial reports

Selection Criteria

Please provide a response to each Selection Criteria. Applicants must write no more than $\frac{1}{2}$ page or 500 words for each of the selection criteria stated below. Please note that your application will not be considered if this is not done.

1. Supports and contributes to strategic direction
 - supports policy development through consultation, stakeholder engagement, scoping, development, implementation and review
 - applies strategic goals and objectives to program and policy implementation
 - strong analytical skills, ability to assess, evaluate and integrate policies, strategies and programs

2. Achieves results
 - undertakes objective, systematic analysis and draws accurate conclusions based on evidence
 - recognises links between interconnected issues
 - breaks through problems and weighs up options to identify solutions.
3. Values teamwork and builds partnerships
 - works effectively as part of a team
 - builds strong networks and relationships with a wide variety of stakeholders including in Tuvaluan government.
4. Communicates and works with influence
 - approaches negotiations with a strong grasp of key issues
 - clear written and verbal communication skills and English language skills
 - ability to communicate with and influence diverse groups
5. Sound Program Management skills and experience
 - Understanding of financial management principles, experience in managing funds and using financial management tools
 - Understanding of contract or grant management and experience in managing contracts or grants
 - Understanding of and experience in program design, implementation, monitoring and evaluation
6. Program Manager Tuvalu specific knowledge
 - Specific knowledge of development and governance issues in the Pacific, particularly Tuvalu.
 - A strong understanding of Tuvaluan Government systems, culture and language (an advantage)

NB: 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.

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