



Australian High Commission

Fiji

Climate and Disaster Resilience Program Managers, LE6

The Australian High Commission in Suva is seeking qualified, experienced and energetic professionals to fill positions in our climate and humanitarian teams. Working in a dynamic and fast-paced environment, the Program Managers will undertake a range of activities and functions relating to Australia's climate and humanitarian support in Fiji and across the region.

What You'll Do

- **Program and Contract Management:** Provide support for contract management, budget management, risk management and administration, and contribute to day-to-day management and implementation of Australia's bilateral and regional investments.
- **Advice and support:** Using local knowledge and technical expertise, provide advice on climate and humanitarian issues and policies in Fiji and the Pacific region.
- **Reporting:** Prepare high-quality, evidence-based briefing, speeches, talking points, and reports as required, and assist with strategies, policy papers, complex correspondence and submissions.
- **Stakeholder Engagement:** Build and maintain networks and strategic relationships with key partners, identify stakeholder needs and shared interests and manage sensitive issues.
- **Monitoring and Evaluation:** Manage, monitor, and evaluate the performance of programs, providing advice and guidance to ensure key outcomes are delivered.
- **Public Diplomacy:** Identify and deliver on public diplomacy opportunities, including social media opportunities and events, and support high level visits from Australian officials.
- **Representation:** Represent the High Commission at meetings, conferences and seminars as required.

What We're Looking For

- **Program management skills:** Experience including design, implementation, financial and contractual management, monitoring and evaluation.
- **Qualifications:** Tertiary qualifications in a relevant field such as disaster management, environment, resilience or climate change or similar is desirable.
- **Experience:** Minimum 5 years work experience in a relevant sector.
- **Strong organisational skills:** Ability to prioritise, multitask, and maintain accuracy under pressure.
- **Excellent communication and interpersonal skills:** High quality writing abilities and adept at engaging with stakeholders and partners at all levels.
- **Sound judgment and adaptability:** Works effectively in fast-paced, dynamic environments.
- **Team collaboration and autonomy:** Can work independently while contributing to a small team.

How to Apply

- Visit www.fiji.embassy.gov.au to access the application form and candidate pack, including the position description.
- Submit your application, including a 500 word pitch (enter this into the application form) and a two-page resume, by **4.00pm on 13 August 2025** to ahcsuvavacancy@dfat.gov.au.

For further enquiries, please call 338 2211.

Important: Late applications and applications that do not include the 500-word pitch will not be considered. Candidates must be eligible to work in Fiji by virtue of citizenship or relevant work permit.