



Australian High Commission
Fiji

LE5 Assistant Program Manager Australia Awards

Salary Range: \$60,520.34 - \$70,799.64 per annum

The Australian High Commission is seeking a suitably qualified and experienced candidate for the above position. The suitable candidate will have sound understanding and experience in the awards and scholarships sector, experience in higher education administration or general program management experience.

Under general direction, the Assistant Program Manager, Australia Awards supports the Senior Program Manager to administer the outsourced components of the Fiji Australia Awards program and manages the operational level scholarship cycle for the Awards program. This includes the efficient progression of program deliverables such as the annual workplan, financial management, monitoring, evaluation and reporting requirements, and oversight of student management, in line with agreed outputs for the program.

The Application Form and the Candidate Pack including the Position Description are available at www.fiji.embassy.gov.au Applications including a **One Page Pitch** (enter this into the Application Form) and a resume, must be submitted by **4.00pm** on **Monday 2 February 2026**, to ahcsuvavacancy@dfat.gov.au.

For further enquiries please, call 338 2211.

Late applications and applications that do not include the One Page Pitch will not be considered.

Please Note: Applicants must be eligible to work in Fiji by virtue of citizenship or relevant work permit.