



**Australian High Commission**

**Vanuatu**

## **Candidate – How to Apply Guide**

### **GENDER PROGRAM SUPPORT OFFICER**

Casual, Initial three-month engagement

(Full time or part time)

**Closing date: 25 September 2020**

This guide assists potential applicants to understand the work of the Australian High Commission in Vanuatu. It also provides details of the position and how to apply.

#### **About the Australian High Commission in Port Vila**

The Australian High Commission in Port Vila manages the Australian Government's presence in Vanuatu. We promote Australia's interests, facilitate international trade and investment, deliver development assistance, respond to crises and provide services to Australian citizens. Details of our Department's work, as well as our purpose, outcomes and priority functions can be found on our website [www.vanuatu.embassy.gov.au](http://www.vanuatu.embassy.gov.au).

#### **About the position**

Under general direction, the Gender Program Support Officer will support the implementation of Australia's development assistance in relation to the promotion of gender equality and other related programs in Vanuatu. This includes managing program implementation, monitoring and evaluation of program and activity progress, developing communications (speeches, social media) related to the programs, supporting events related to the programs, engagement with stakeholders and representation at a range of external events. This program management role includes managing and overseeing the finances as well as all monitoring and reporting (financial, fraud, performance and quality) for programs and activities in their portfolio.

#### **The application pack includes the following information and guidance for candidates**

- Position description.
- Selection criteria.
- Referee requirements.
- Guidance on how to apply.



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## POSITION DESCRIPTION

<b>Position number</b>	PVLA5006
<b>Title</b>	Gender Program Support Officer
<b>Classification</b>	LE5
<b>Section</b>	Development Cooperation
<b>Monthly salary</b>	VUV 311,477 <i>(to also include a loading in lieu of entitlements)</i>

### Key responsibilities

- Support service delivery and system strengthening by monitoring and overseeing the design and implementation of Australian-supported initiatives to promote gender equality, including the Pacific Women Shaping Pacific Development program and other partnerships with community organisations.
- Develop and maintain strong partnerships and coordination with the Vanuatu Government, other donors and implementing partners.
- Manage program administration and finances including accountability for all financial and contractual management, risk management and procurement
- Monitor and evaluate development programs within portfolio to ensure outcomes are achieved effectively and efficiently. This will include review of progress and annual reports for programs against DFAT standards, regular representation at program coordination meetings and input to design and evaluation processes as required.
- Represent and liaise with a range of stakeholders including Vanuatu and Australian government officials, specialists and consultants, civil society and community groups, and other development organisations.
- Assist with the management of risk in implementing the program in a complex operating environment.
- Provide input into drafting high quality and evidence based reporting at the program level.
- Manage organisation of Australian High Commission gender-focused events including the International Women's Day Award ceremony and coordinate high-level representation at external events (including 16 Days of Activism).
- Draft relevant communications content for events including talking points, media releases and social media.
- Act as gender focal point and support for the Australian High Commission aid team, working across sector programs to monitor and improve Australia's investments and their impact on gender equality.
- Provide administrative support to the program including logistical assistance to consultants and other AHC officers, electronic records management and data entry.
- In the event of a disaster, the position may be required to be part of the post response team.

## **Qualifications/Experience**

- Relevant tertiary qualification (university qualification).
- Excellent written and oral communication skills in English.
- Bislama language.
- Ability to build and maintain strong working relationships.
- Ability to manage competing priorities.
- Initiative, drive and commitment to deliver results.
- Strong project management and monitoring/evaluation skills, or interest and ability to develop these skills.
- Relevant technical skills, and/or experience in aid management, development policy and the promotion of gender equality or interest and ability to develop these skills.

## **SELECTION CRITERIA**

The following selection criteria will be used to assess an applicant's suitability for the position. All interested applicants are required to submit a written statement addressing how they meet each selection criteria.

**Selection Criteria - assessment questions** (Please provide a response to each question of no more than 300 words as part of your application).

1. What do you think are three challenges in relation to achieving gender equality, and how can they be addressed?
2. Why you are suitable for this role? (You may wish to include details of your work experience and study).
3. A key aspect of this role is to develop and maintain strong working relationships with stakeholders. Can you provide a written explanation of your experience managing professional relationships?
4. Confirmation of a pre-existing legal right to work in Vanuatu.

## **REFEREE REQUIREMENTS**

A requirement of the application process is to provide details and the contact information of two referees. Your referees should be people most familiar with your work who can comment on your ability to perform against each selection criteria.

Please include the name, company details and contact information of your referees in your application.

## **HOW TO APPLY**

Forward applications to the Human Resources Manager on [pvla.recruitment@dfat.gov.au](mailto:pvla.recruitment@dfat.gov.au) by 25 September 2020. Late applications will not be accepted.

**Applicants should be citizens of Vanuatu or hold residency status that permits work in Vanuatu.**

### **Applications must include**

- A Curriculum Vitae.
- A response to the Selection Criteria assessment questions above.
- Details of two referees who can be contacted as part of the selection process.

**Only those candidates considered suitable for interview will be contacted.**

**The Australian High Commission is an equal opportunities employer.**