



AUSTRALIAN HIGH COMMISSION  
APIA

# Candidate Information Pack

## Senior Program Manager

Non-ongoing position – Two year contract

**Closing Date: Midnight 31 January 2021**

**Enquiries and completed applications to: [apia.admin@dfat.gov.au](mailto:apia.admin@dfat.gov.au)**

This information pack is provided to assist you to understand the work of the Australian High Commission, what the position involves, how to apply and the recruitment process. It is designed to help you make an informed decision about applying for the position.

## POSITION DESCRIPTION

<b>AGENCY</b>	Department of Foreign Affairs & Trade
<b>POSITION NUMBER</b>	AP002
<b>POSITION TITLE</b>	Senior Program Manager - Health
<b>CLASSIFICATION</b>	LE7
<b>SECTION</b>	Australian High Commission Apia
<b>REPORTS TO (TITLE)</b>	First Secretary Development

### About the Department of Foreign Affairs & Trade

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.

DFAT 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 position

The Australian High Commission is seeking an energetic and talented person to fill the role of Senior Program Manager to lead the design and implementation of health and other sector programs in line with Australia's COVID-19 Development Response Plan in Samoa. The role will oversee the implementation of existing health programs, and will design and contract new health programs as well as advance Australia's interests in health and other sectors.

Under broad direction, the Senior Program Manager will draw on a range of human and financial resources to manage very complex tasks from policy development to financial management, risk and fraud management and monitoring within the health portfolio. Other sectoral responsibilities may be added over time.

### The key responsibilities of the position include, but are not limited to:

- Work with sector specialists, staff in Canberra, the Samoan Government and other development partners to set the strategic direction and define objectives for the Australian Government's health programs in Samoa. This includes monitoring national and international policies and programs, and identifying links to DFAT funded activities in Samoa.
- Lead strategy and policy development for Australia's partnership in the health sector. Direct DFAT's input into the implementation of its health sector program, and provide tactical advice and expertise to deliver key health and development outcomes.
- Lead the delivery of complex health programs in Samoa and ensure that programs meet government policies and objectives, and financial and quality assurance criteria, and strategically communicate with a range of stakeholders on program risks and issues.
- Monitor the performance of the programs in their portfolio and participate in monitoring and review activities. Prepare high quality monitoring reports across the sector, including identifying and implementing innovations and program improvements.
- Oversee funding arrangement administration, the resolution of problems, the management of contract variations and amendments, and the maintenance of records to ensure the Australian Government meets its obligations.

- Commission, coordinate and undertake research, analysis and problem solving on relevant health related issues, considering both innovative and best practice approaches to health-related strategy and outcomes.
- Prepare a range of high-quality correspondence and corporate documentation, including briefs, proposal papers, submissions and speeches.
- Prepare and participate in peer reviews and quality assessments of new and ongoing projects, and provide comprehensive policy and program advice.
- Identify development, fraud and other program risks and work with counterparts and the First Secretary to manage and resolve these risks.
- Contribute to the High Commission's relationships in Samoa by: developing and maintaining strong, productive relationships with relevant partner government officials, donors and other stakeholders; negotiating and collaborating with senior Government of Samoa officials and other development partner officials; and influencing and supporting the Samoan Government to drive performance and value for money for these programs.
- Represent and promote the interests of the High Commission at health events, forums and meetings at the national and international level, and provide expert advice on key policy issues and challenges.
- Supervise and manage junior staff, and build team capacity through coaching, performance feedback and encouraging career development.

**Our ideal candidate**

The Senior Program Manager will undertake work that is very complex or sensitive and operate under broad direction. You will exercise a considerable degree of independence and perform a leadership role, including contributing to team planning and the achievement of outcomes. You will demonstrate sound decision-making and judgement to produce high-level communications and policy and program advice across DFAT's programs and interests the health sector. You will also be responsible for actively managing key internal and external stakeholder relationships.

The Australian High Commission is seeking candidates with excellent interpersonal skills. You will be a collaborator and a team player with a demonstrated ability to work with and supervise others to achieve outcomes. You will have highly effective communication skills, including exceptional oral and written English communication skills. You will value diversity and demonstrate the highest standards of integrity and professionalism.

A demonstrated ability to deliver high quality programs (including financial, risk and contract management and monitoring and evaluation) will be highly regarded.

Previous experience in health or health-related fields and/or a background in development and an understanding of the economic, political and social issues facing development in Samoa is desirable.

## TERMS OF EMPLOYMENT

This position is offered as a **non-ongoing fixed term Locally Engaged Staff (LES) contract for two years**. The position is covered by the Apia LES Terms and Conditions – available on request.

Employment offers will be subject to satisfactory police and medical checks, and completion of a probationary period of three months.

If applying from outside of Samoa the AHC cannot assist with and will not be responsible for any costs incurred for a Samoan visa or your relocation.

## HOW TO APPLY

1. Complete the attached **Application for LES Employment** template, which includes a Job Application Form and One-Page Pitch.
2. Update your Resume (3 page maximum) which includes:
  - a. Personal contact details (marital status, religion or date of birth are **not** required)
  - b. Employment history
  - c. Education, qualifications and relevant training (Don't attach certificates, awards, etc, however, these may be requested at interview)
  - d. The names and contact details of two professional referees
  - e. Interest/hobbies if they demonstrate personal achievements or relate to the position description
3. Email your completed application to [apia.admin@dfat.gov.au](mailto:apia.admin@dfat.gov.au) by midnight on **31 January 2021**. Late applications will not be accepted.
4. Your completed application comprises:
  - a. **Your name and the job title in the subject line of your email** for easy reference  
E.g. John Smith – Senior Program Manager
  - b. Completed **Job Application Form** and **One-Page Pitch**
  - c. Updated **Resume**
  - d. There is no need to include a covering letter with your application.

## ONE-PAGE PITCH

---

The AHC uses the one-page pitch approach to job applications. Your one-page pitch must be no more than 1,000 words and can be completed on the template found in the **Application for LES Employment template** accessed from the website <https://samoa.highcommission.gov.au/apia/Vacancies.html>.

Your one-page pitch should be succinct and include relevant examples that may cover a range of related skills and experience. It is your chance to tell the Committee **why you are the best person for the position and why we should hire you**. Make sure you reference how your skills, experience and qualifications match the position description. You can include examples from your work, study or community experience (or anything else that might be relevant) but be sure to be clear and to the point.

The Committee will use the one-page pitch and resumes to assess how each applicant meets the requirements of the position and to create a shortlist of applicants suitable to move to the next stage of the recruitment process.

**Please make sure you stick to the 1,000-word limit, and edit your responses for grammar, spelling and punctuation.**

## WHAT HAPPENS NEXT

---

### **Acknowledgement**

Given the number of candidates applying, only those considered suitable for interview will be contacted.

### **Shortlisting**

Shortlisting of candidates can be expected to commence soon after the closing date. The timeframe for shortlisting will depend on the size of the field and may take several weeks to complete. The Interview Committee will shortlist candidates against the position description and only those candidates who demonstrate the strongest claims will be selected for interview.

### **Assessment of candidates**

The Committee may use a variety of methods to assess candidates. These may include an interview, a written exercise and contacting referees.

### **Interview**

The AHC will consider candidates available for interview from the date applications close. Upon notification of your selection for interview, you should advise the Apia Admin section of any special requirements. All candidates interviewed will be advised of the outcome via email.

### **Referee Reports**

Details of two professional referees should be listed in the Job Application Form. Ideally, one will be your current or most recent supervisor. Make sure your referees' contact details are up to date. In most circumstances, referee reports will only be requested from candidates shortlisted for interview. Therefore, if you are shortlisted for interview you should alert your referees that they may be called for comment.

### **Selection**

The AHC's staff selection process is governed by the merit principle. The merit principle requires that selections are based on abilities, qualifications, experience and standard of work performance as reflected in the position description and preclude discrimination on the basis of age, gender, race or sexual preference.

### **Order of Merit and Placement**

This is a generic recruitment round and a number of vacancies in different areas may be filled through this round. Suitable candidates will be placed on an order of merit and may be offered a suitable position up to 12 months from the date of advertising. Being found suitable does not guarantee a promotion, transfer or offer of employment. If a candidate declines the position offered, they will be placed back on the order of merit and may be offered another position within the 12 month timeframe.

*The Australian High Commission promotes a workplace free from discrimination and harassment, and is a smoke free environment.*