



Australian High Commission

Vanuatu

Applicant Information Pack (November 2025)

The Australian High Commission (AHC) is looking for a dynamic, professional, hardworking and highly motivated individual to join our development section. The position is for an Assistant Program Manager with our Economic team. This process will be used to create a merit list that may be drawn on to fill future vacancies with similar job functions at various levels. This is an opportunity to join a strong team environment with exciting opportunities working with Vanuatu's largest donor partner.



Interested candidates must submit the required documents listed in the **Applicant Information Pack**. Applicants meeting the selection criteria will be considered for interview. **Only** shortlisted applicants will be contacted.

All applications must be received by **Monday 17 November 2025** by email to pvla.recruitment@dfat.gov.au

About the Australian High Commission in Port Vila

The Australian High Commission in Vanuatu has a high-performance culture which is underpinned by a resilient, motivated, and loyal workforce. Our people are at the heart of everything we do and bring a range of qualifications and experiences to the table. We support each other and share a unity of purpose and commitment to serving the Vanuatu-Australia relationship.

We promote Australia's interests, facilitate international trade and investment, deliver development assistance, respond to crisis and provide services to Australian citizens. Details of our work, as well as our purpose, outcomes and priority functions can be found on our website www.vanuatu.embassy.gov.au

There are two categories of staff employed at the Australian High Commission, Port Vila. They include Diplomats posted to Vanuatu from Australia by the Australian Government to undertake diplomatic postings, and Locally Engaged Staff (LES).

The application pack includes the following information for candidates

1. Guidelines on how to apply for positions.
2. The position description, including the essential criteria required for the role.

HOW TO APPLY

Applications should be submitted with a completed **AHC LES Application Form** and include:

- A Curriculum Vitae.
- Responses to the essential criteria for the position using the AHC LES Application Form.
- The names and contact details of at least two referees.
- Confirmation of your right to work in Vanuatu.

The recruitment round is expected to create an order of merit which may be called upon over the next 18 months should further vacancies arise with similar capabilities or at higher classification levels.

ABOUT THE POSITION AND ESSENTIAL CRITERIA

Assistant Program Manager (LE4 – salary range from VT3,258,096 to VT3,702,744 per annum)

Under general direction, the Assistant Program Manager supports the delivery of Australia's bilateral development program in Vanuatu, with a focus on economy and trade. This role involves supporting program implementation, policy advice, and representing the Mission at various external meetings and events. The Assistant Program Manager will play a role in financial oversight—including budgeting, fraud prevention, performance monitoring, and quality assurance—and is responsible for producing high-quality briefs, analytical reports, and other written materials to support the Mission's objectives. The position also supports strategic communications and plays a key role in ensuring compliance with Australian Government policies and procedures.

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

- Understand Australian government priorities, with guidance from post management.
- Assist with the design and implementation of Australia's economic, trade, and investment, development programs in Vanuatu, including regional programs.
- Assist with financial and contract management – including expenditure tracking, budget estimates, certifying payments, contract administration, and updated record keeping.
- Ensure compliance with all mandated business processes, including financial management, contract/agreement management, risk, fraud, procurement and quality assurance.
- Support monitoring and evaluation activities and coordination of assessments in line with Australian development program monitoring and evaluation standards.
- Assist senior staff to manage risk in a complex operating environment.
- Establish and maintain good working relationships with colleagues from the Vanuatu Government, development partners, civil society, and the private sector, to share information, implement development programs, and help identify and resolve issues.
- Assist with the preparation of correspondence, issues papers and briefing material.
- Provide administrative support and coordinate logistics for senior staff, high-level meetings and visiting specialists.
- Other duties as required including being a part of the post disaster response team in the event of crises

Required Qualifications/Experience/Knowledge/Skills

- Relevant tertiary qualifications or professional experience in economics, trade, or investment.
- Demonstrated high level representational and/or stakeholder engagement experience.
- Demonstrated ability to develop and maintain relationships with internal and external stakeholders.
- Demonstrated judgment, problem solving and skills in prioritising work including the ability to work proactively in a small multi-disciplined office.
- Proficiency in Microsoft Office and willingness to learn DFAT-specific software programs
- Strong communication and interpersonal skills in written and spoken English and Bislama, with the ability to maintain confidentiality.
- Knowledge of Vanuatu's culture, government systems, and language.

Applicants should respond to the following essential criteria

1. Explain why your qualifications and experience are suited to this role.
2. Outline your experience in contracting, financial management and/or monitoring and evaluation of activities.
3. A key aspect of this role is to support strong working relationships with stakeholders. Provide details of your experience managing professional relationships.
4. Describe what you think makes a team work successfully.