

**Australian High Commission Nuku’alofa**

***Program Manager - Health***

**Applicant Information Package**

Date Advertised: 30 June 2014

Date Closes: 4:30pm 1 August 2014

**JOB DESCRIPTION**

We are looking for people to join our team. We aim to get the right person into the right role.

For more information on the Australian High Commission in, please visit our website [www.tonga.embassy.gov.au](http://www.tonga.embassy.gov.au)

## *About the Australian High Commission Nuku’alofa*

The Australian High Commissioner to the Kingdom of Tonga is the official representative of the Australian Government in Tonga.   
  
The High Commission is responsible for the advancement of Australia's interests in Tonga, including the conduct of official business with the Tongan Government. Australia and Tonga have strong and substantial bilateral relations and common interests in the stability and development of the South Pacific region. Australia works closely with Tonga through an effective development cooperation program and we are also partners in the significant fields of police development, maritime security, and natural resource issues.

## *About the Department of Foreign Affairs and Trade*

The Department of Foreign Affairs and Trade (DFAT), working as the lead Australian government agency in the Australian High Commission in Tonga, advances the interests of Australia and Australians. 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.

The department 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.

The core principles of Australia's aid program are:

* a recognition that the most effective and proven way to reduce poverty is to promote sustainable economic growth;
* a strong emphasis on the Indo-Pacific;;
* an emphasis on the power of education , improving women’s empowerment and better health outcomes to promote development; and
* a commitment to continue to improve effectiveness.

These principles will guide the aid program in delivering sustainable development gains.

It has particular responsibility for Australia’s bilateral aid program to Tonga, the student programs, as well as a number of regional programs with components relevant to Tonga. Tonga’s program priorities focus on a more efficient and effective public sector; improving health; improving technical and vocational skills and develop infrastructure to improve the everyday lives of the people of Tonga.

The focus of Australia’s aid program is on delivering more effective aid – particularly working through program based approaches, using partner government systems and delivering with and through other donors.

## *About the People*

People who work within DFAT, implement government policy and formulate strategies aimed at assisting countries to achieve sustainable economic growth in order to create pathways out of poverty. By working in partnership with Australian and foreign government officials, international bodies, the private sector, community organisations and civil society, people in DFAT may help to improve the quality of people’s lives in developing countries now and for generations to come.

## *Position Purpose*

To facilitate the effective and efficient in country management of Australia’s aid program with excellence through effective leadership and management of its activities in the health sector and building effective partnerships with relevant key stakeholders in Tonga.

## *Position Description*

The Program Manager Health Sector, under general direction of the Second Secretary, will assist in managing Australia’s initiatives in the health sector. The officer will undertake a range of complex roles to support in program cycle (e.g. concept, planning, design, implementation, monitor and evaluation etc.) as well as assist with administrative tasks.

In contributing to the implementation of Australia’s bilateral health program activities in Tonga, the officer will be responsible for (although not limited to):

* Keeping abreast of and advised on activity of the Tongan Government, Non-Government Organisations (NGOs) and other development partners working in the health sector
* Identifying and coordinating linkages between bilateral and regional health programs
* Contributing to policy discussions and feedback on health policies and priorities, and assisting with the interpretation of DFAT AAP health policies at the country level to counterparts
* Assisting with activity preparation (design) phases of projects, including organising design missions, commenting on proposals, coordinating and providing feedback, and gaining DFAT AAP approvals to support new programs and activities
* Assisting with monitoring program implementation and performance, including through regular meetings, monitoring and analysing reporting, site visits, and contributing to independent program reviews and evaluations
* Assisting with administering funding arrangements (including using DFAT financial management system AidWorks), contract management and contractor performance, budgeting and financial reporting, maintaining accurate and up-to-date records and plans, and ensuring that DFAT AAP meets its administrative, financial, regulatory and legal obligations
* Proactively identifying performance and quality assurance processes needed for developing and managing activities and provide input into drafting high quality and evidence based reporting requirements at the program level
* Identifying development, fraud and other program risks, and work with counterparts to manage these risks
* Managing cross-cutting issues (e.g. quality, gender, health environment) in all aspects of program activities
* Building and maintaining positive relationships with stakeholders, including Tongan Government counterparts, other development partners, advisers and DFAT AAP program support staff in Suva and Canberra. This includes participating in meetings and supporting senior management in meetings
* Contributing to briefings, talking points, speeches and data collection on DFAT AAP’s health program and the health sector as required.

**DFAT AAP Capabilities (LE 5)**

1. *Supports and contributes to strategic direction*

* identifying the relationship between DFAT AAP goals and operational tasks
* drawing on information from diverse sources
* using results of analysis and judgement to develop advice and recommendations
* identifying problems and working towards resolution.

1. *Achieves results*

* drafting plans and timeframes for project implementation
* responding positively and flexibly to change and uncertainty
* monitoring project progress and managing priorities
* reviewing project performance
* identifying opportunities for improvement.

1. *Values teamwork and builds partnerships*

* actively listening to stakeholders
* involving others and recognises contributions
* developing and sustaining working relationships with others
* recognising different working styles of individuals.

1. *Exemplifies personal drive and integrity*

* persevering to achieve goals in the face of obstacles
* remaining calm and in control under pressure
* coping effectively with setbacks
* acknowledging mistakes and learning from them.

1. *Communicates and works with influence*

* gaining support and commitment from others for DFAT AAP’s objectives
* understanding desired outcomes
* applying a range of tactics to achieve solutions that attempt to meet interests of all parties
* checking own understanding of others’ comments
* not allowing misunderstandings to linger.

1. *Aid Management, Development Policy and Country/Region knowledge*

This position requires:

* operational level knowledge of Aid Management
* operational level knowledge of Development Policy
* operational level knowledge of Tonga and the Pacific region.

1. *Sector/Corporate Knowledge*

This position requires:

* operational knowledge of the health sector
* an awareness of DFAT AAP’s corporate requirements.

**SELECTION CRITERIA**

1. Sound project management skills with supporting skills in financial management, contract management, communication, negotiation and representation.
2. Sound research and analytical skills.
3. An understanding of the economic, political, social and cultural issues facing development in Tonga, particularly in the health sector
4. Sound judgment, problem solving skills and initiative.
5. Good interpersonal skills and strong writing skills.
6. The ability to take direction and work effectively as part of a small team.

**Highly Desirable**

Tertiary qualifications and working experience in Health Sector or related development studies.

# It is essential that occupant to this role has advanced computer literacy with proficiency in Microsoft Office applications, possess a driver’s license and is willing to work non-routine hours if required.

**Important:**

The Selection Criteria are used to assess an applicant’s suitability for a position. Statements against the criteria should detail suitability to perform the duties of the position including personal qualities, experience, skills and knowledge relative to the selection criteria.

Applicants **must** do the following:

1. address all criteria
2. write no more than ½ page on each of the selection criteria
3. include a resume that is no longer than two pages
4. provide the names and contact details, including phone numbers and email addresses, of two referees that can comment on the applicant’s claims against the selection criteria.

***NB:*** All DFAT AAP employees demonstrate a commitment to the Code of Conduct and Values, as well as to workplace diversity, occupational health and safety and employee participation principles and have appropriate cross-cultural sensitivities.

Your engagement is also subject to the completion of an undertaking to observe the security requirements and the locally engaged staff Code of Conduct, plus a health and police record check.

These details can be arranged once you commence at the High Commission, and should be completed during the probationary period.

**Closing Date**

The closing date for applications is 4:30pm 1 August 2014.

**Applications, including a two-page resume and completed Application Cover Sheet should be emailed to:** [**ahctonga@dfat.gov.au**](mailto:ahctonga@dfat.gov.au)

**Or**

**Addressed to the Australian High Commission, Salote Road, Nuku’alofa. All applications must be received by the 4:30pm 1 August 2014**

**Website**

Additional information pertaining to the Australian High Commission can be obtained from our website **http://www.tonga.embassy.gov.au**

**Note : If you have not been contacted by the 15 August 2014 , your application has not been successful.**

**A SUMMARY OF THE REMUNERATION PACKAGE**

DFAT AAP’s aim is to be an employer of choice offering excellent conditions of employment. Shown below are some of the key aspects of the remuneration package offered for the vacancy:

**Contract term -** The position is ‘on-going’ (permanent) following completion of a probation period of six (6) months.

**Salary -** The salary range for this position is **TOP$28,421 - TOP$31,500**. The salary offered to the successful applicant will be commensurate with experience and qualifications.

**Superannuation –** DFAT AAP contribution is 5**%** of staff member’s annual basic salary. The Employee and Employer’s 5% contribution is deducted fortnightly and paid to the National Retirement Board Fund.

**Annual Leave -** 20 days annual leave per year.

**Personal Circumstances Leave (Sick Leave and Carer’s Leave) –** Employees are entitled to18 days personal leave.

**Access to Maternity Leave, Adoption Leave, Parental Leave and Compassionate Leave.**

**Training/Workshops – Access to trainings/workshop in the region or in Australia. Travel will be funded by DFAT AAP.**

**Medical Expenses** – DFAT AAP shall reimburse consultation and medication up to a maximum **TOP500** per calendar year for the employee and his eligible dependants only.

**Worker’s Compensation – DFAT AAP** will ensure that the Employee is enrolled in a worker's compensation scheme that covers the Employee for illness, injury, or injury resulting in death, arising in the course of providing services under this Contract.

**Career Path -** Based on performance and future vacancies promotions to Senior Program Manager level may be possible.

**APPLICATION COVER SHEET**

|  |  |
| --- | --- |
| **Position Title** |  |
| **Date Advertised** |  |
| **Application Due** |  |

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Family Name** |  |
| **Given Name(s)** |  |
| **Contact Number\*** | Tick preferred  Home:  Work:  Mobile: |
| **Address** |  |
| **Email Address** |  |

**\*A phone contact number must be provided**

**CHECKLIST**

**(Please tick each box when completed)**

1. Application cover sheet completed.

1. Current resume attached (no more than 2 pages).

1. Statement of experience addressing the selection criteria (no more than half a

page per selection criteria).

1. Copy of relevant educational qualifications (originals must be available to sight

at interview if required).

5. Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AUSTRALIAN HIGH COMMISSION USE ONLY**

|  |  |
| --- | --- |
| **Time Received** |  |
| **Date Received** |  |
| **Received By** |  |
| **Signature** |  |