

**AUSTRALIAN HIGH COMMISSION – KUALA LUMPUR**

Senior Program Manager - Maritime

(Fixed-Term Contract)

The Australian High Commission invites applications for the position of Senior Program Manager within the Department of Foreign Affairs and Trade. The position is to commence as soon as possible.

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.

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 Australian High Commission currently offers an attractive conditions package that includes recreation/medical leave, medical benefits and performance-based bonus. Employment will be offered on a contract basis for an initial one (1) year period with the possibility of renewal, at a Level 6 locally engaged staff position (LE6) with a monthly salary of RM10,790. Continued employment is subject to successful completion of a three (3) to 6 (six) months probation period.

The Australian High Commission will not be responsible for any costs in relation to relocation, accommodation arrangements nor the return of the officer to their hometown.

**Job Description**

Working under limited direction, the Senior Program Manager, is part of a small team that manages maritime engagements with Malaysia and provides policy advice to inform Australian Government policy and programming both in-country and in Canberra. The primary function of the officer is to manage the implementation of maritime programs that cover foreign policy, legal, governance, security and environmental issues, assist with relevant research and policy tasks, and coordinate engagement with Malaysian stakeholders and Australian Whole-of-Government agencies on maritime issues. This includes monitoring and evaluation of programs, and financial and risk management, research and analysis on foreign and maritime policies, and preparation of maritime-related briefs and other relevant documents, and liaison and coordination with relevant stakeholders.

The officer also leads in-country organisation of maritime-related events including Maritime Dialogues and relevant conferences, and provides expert policy advice in relation to domestic and regional maritime issues.

**Tasks and Functions**

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

* Assist in strategic planning, program and project management for implementation of regional maritime program activities, and bilateral maritime programs.
* Undertake research and provide expert political advice and recommend strategic direction to senior staff on complex matters concerning domestic politics and parliamentary affairs on foreign and maritime security issues of interest or concern to Australia.
* Initiate and maintain strong working relationships with key contacts on maritime issues in relevant Malaysian Government foreign and maritime policy and operational agencies and undertake regular liaison to progress maritime program implementation and contribute to Australia’s regional impact.
* Liaise with a wide range of other key maritime and foreign affairs stakeholders including other development partners, businesses, think-tanks, universities, research institutes, and civil society organisations to strengthen Australia’s engagement on a broad range of maritime issues.
* Represent and promote the views of and negotiate on behalf of the High Commission in complex bilateral and regional maritime meetings and forums and provide timely reporting and advice on emerging issues and trends.
* Monitor, and provide complex analysis and authoritative recommendations on in-country maritime issues including maritime priorities, capabilities, gaps, and emerging threats to inform regional and bilateral maritime programs.
* In consultation with implementing partners, provide detailed monitoring and evaluation of maritime programs, projects and activities, including timely input to DFAT’s Investment Quality Reporting and other performance and quality requirements.
* Apply specialised and technical knowledge to manage the design and approval processes of new maritime investments.
* Interpret and apply Australian legislation and procedures in all aspects of Official Development Assistance (ODA) and non-ODA contract management, ensuring implementing partners comply with Australian Government financial, procurement and risk management requirements and guidelines.
* Undertake analysis and prepare research papers, correspondence, briefing material, cables, analytical reports and financial estimates that contribute to effective program delivery and shape Australia’s understanding of, and engagement with, Malaysia on maritime and related foreign policy issues.
* Assist with the planning, coordination and delivery of visit programs.

**Selection Criteria**

* Strong knowledge of Malaysian Government’s foreign and maritime policies and priorities , civil maritime and operational priorities, and an understanding of Australia’s interests in the region.
* Experience in research and analysis related to foreign policy, civil maritime security, law of the sea, national security, or international relations is highly desirable.
* Experience in program management, financial management, contract management, monitoring and evaluation.
* A qualification in a relevant field is desirable but not mandatory.
* Strong representational/networking skills, particularly in dealing with national and subnational government, and counterpart maritime agencies.
* Experience in organising visits, events or workshops.
* High-level written and spoken communication skills in English (and preferably Malay) including ability to provide high quality and targeted briefings.
* Demonstrated capacity to use initiative, work independently and exercise good judgement.
* Ability to contribute to team planning (preferably in a cross-cultural team environment), work under general direction and organise own workflow.
* Strong computer skills and experience using the Microsoft Office suite of applications and electronic data management systems.

**EQUAL EMPLOYMENT OPPORTUNITIES**

The High Commission recruitment decisions are made on the basis of merit and we do not discriminate on the grounds of gender, age, race, ethnicity, sexual preference, religion or disability. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.

**PREPARING YOUR APPLICATION**

**Your application should include:**

1. Employment & Qualification Background - Complete Attachment A

The form is attached for completion.

1. **Curriculum Vitae (CV)** outlining personal details, relevant work experience, educational qualifications and skills (minimum two pages).
2. **A One (1) to Two (2) Page Pitch** of no more than 1000 words addressing the selection criteria above. Your statement should address how you have the skills and knowledge relevant to the position’s responsibilities, with reference to your relevant qualifications and experience.
3. Provide contacts for two referees - Complete Attachment B

You need to provide contacts for two referees who are familiar with your professional as well as personal skills and competence. In most cases referees are not contacted unless you are shortlisted for the position, however if we have a tight timeframe we may contact referees before interviews.

1. *Optional* Equity and Diversity Data Sheet - Attachment C

The form is attached.

The Equity and Diversity data sheet is not compulsory, however, it helps us to ensure we are targeting a diverse range of potential employees and it enables applicants to bring to our attention any specific needs they might have – for example highlighting any disabilities which may need to be taken into consideration at the interview venue.

**Your completed application package must be emailed by 5:00pm, 3 May 2024 (Kuala Lumpurtime) to** [ahcklrecruit@dfat.gov.au](mailto:ahcklrecruit@dfat.gov.au)

**Late or incomplete applications that do not address the selection criteria will not be taken into consideration.**

**We thank all applicants for their interest; however only those selected for an interview will be contacted. The Australian High Commission is committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.**

**ATTACHMENT A Employment & Qualification Background**

**1. Personal Particulars**

|  |  |  |
| --- | --- | --- |
| Title | **Surname** | **Given Name(s)** |
|  |  |  |

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| --- |
| **Contact Details – address, telephone contact details, email address** |

**2. Current Employment**

|  |  |  |
| --- | --- | --- |
| **Month/Year**  **Commenced** | **Employer** | **Position** |
|  |  |  |
| Brief Description of your duties | | |
|  | | |

**3. Previous Positions Held (including movement within an organisation)**

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| --- | --- | --- | --- | --- |
| **Month/Year**  **Commenced** | **Month/Year**  **Finished** | Employer | **Position** | **Level** |
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**4. Academic Qualifications**

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| --- | --- | --- |
| **Year Received** | **Qualification** | **Institution** |
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**5. Languages**

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| --- | --- |
| Language | **Proficiency Level** |
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**6. Other** e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

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**ATTACHMENT B Referee contacts**

**ACHMENT B Referee contacts**

Please provide the names and details of two referees whom the High Commission can contact if you are short listed for the interview.

**Referee 1**

|  |  |  |
| --- | --- | --- |
| Full name of Referee: | Relation to Applicant (employer/supervisor): | |
| Occupation (Position and company): | Phone: | |
| Email: |  |  |

**Referee 2**

|  |  |  |
| --- | --- | --- |
| Full name of Referee: | Relation to Applicant (employer/supervisor): | |
| Occupation (Position and company): | Phone: | |
| Email: |  |

**ATTACHMENT C Equity and Diversity Data Sheet**

The Australian High Commission is committed to providing a fair, flexible, safe and rewarding workplace and actively encourages a working environment that is free from harassment and discrimination. The High Commission recognises diversity and the benefits associated with building a workforce that reflects this diversity.

Measures are taken to eliminate employment-related disadvantages on the basis of gender, race or ethnicity, or physical or intellectual disability. To ensure these measures are effective, statistical information about the employment of people in these groups is required. You are not obliged to complete this form, however, by doing so you will help ensure the data collected reveals an accurate reflection of the diversity of our workforce.

**Gender:** M F

**Are you an Australian citizen:** Yes No

**Were you born in Australia:** Yes No

**If you are not an Australian, what is your nationality? ………………………**

**Is English your first language:** Yes No

**Do you have a disability?** Yes No

**(Note: Please indicate below any special requirements you may have at interview.)**

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*NOTE: In accordance with the Commonwealth Privacy Act, these details will not be disclosed to other agencies, persons or organisations. Composite statistical data will be used for reporting purposes only.*