



Australian High Commission

Vanuatu

Applicant Information Pack (December 2024 – January 2025)

The Australian High Commission (AHC) is looking for dynamic, professional, hardworking and highly motivated individuals to join our team. We have multiple full-time ongoing and fixed-term opportunities within our Corporate, Development, Policy, Public Diplomacy and Visa Processing teams. These range from entry level to Senior Program Managers and require a variety of skills, experience and capabilities. This is an opportunity to join a strong team environment with many 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 13 January 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 and Locally Engaged Staff (LES).

Diplomats are posted to Vanuatu from Australia by the Australian Government to undertake diplomatic postings.

The application pack includes the following information for candidates.

1. Information about the AHC teams.
2. An overview of work levels and essential criteria required for the positions.
3. Guidelines on how to apply for positions.



INFORMATION ABOUT TEAMS AT THE HIGH COMMISSION.

We currently have vacant positions with our public diplomacy, economic, development cooperation, corporate services and visa processing teams. Details about the work of the teams and position levels are provided below.

Public Diplomacy

Our Public Diplomacy team implements the AHC's public diplomacy strategy in Vanuatu. The team works with versatility, creativity, and professionalism to deliver high quality communications outputs (social media channels, media engagement, speeches and print/visual materials) and undertakes representation at a range of internal and external events. The team also provides support with official visits and functions hosted by the AHC.

Economic

Our Economic section works with Government of Vanuatu partners, the private sector and multilateral development banks to manage the AHC's suite of economic and market access programs and reporting. Current investments include reform-linked budget support, capacity building in the aviation, banking and cybersecurity sectors and trade and agricultural supply chain development. The team works closely with partners on economic policy and project management in relation to budget support and public financial management.

Development Cooperation

The Development Cooperation team works on a range of Australia's bilateral and development programs in Vanuatu. Key sectors include health, education, skills, governance, infrastructure, policing and justice and gender. Programs are delivered in partnership with key Vanuatu government ministries and a diverse range of NGO, multilateral and other partners. Our teams are responsible for managing program implementation, supporting high-level strategic, policy and program advice and representation at a range of external meetings and events.

Corporate Services

Our corporate team delivers effective and efficient corporate enabling services including Property, Consular and Passports, HR, IT, Finance, Security, Protocol and Work Health & Safety (WHS). The team manages budgets, provides support services to all local and diplomatic staff, establishes and manages contracts, and provide high level consular and passport services to Australians in Vanuatu.

Immigration Services

The visa processing team provide immigration services on behalf of our Department of Home Affairs. The team processes visa applications for Vanuatu passport holders and other Pacific countries across the Skilled, Family and Resident Return visa programs, and temporary entry visas to support tourism and education.

ABOUT THE POSITIONS AND ESSENTIAL CRITERIAL FOR POSITION LEVELS.

We are recruiting for positions across a variety of roles requiring different levels of experience and sectoral knowledge. Please find below information on the responsibilities and required skills for the levels, including the essential criteria questions for applicants to respond to as part of how to apply.

Senior level positions (LE6 salary ranges from VT4,936,376 to VT5,664,604 per annum)

Roles at this level provide detailed technical, professional, and/or policy advice and reporting in relation to specific work areas and assist in strategic planning, program and project management, and policy development. They manage stakeholder engagement, may hold a high-level representational role, and provide support to Australian diplomats. Responsibilities involve the setting of work priorities, management of workflows and coordination and facilitation of team performance against objectives/outcomes.

Key skills required of the position:

- Ability to manage complex work responsibilities including strategic thinking, initiative and problem solving.
- Strong representational ability and ability to manage stakeholder relationships.
- Excellent communication skills, including strong writing skills for reporting, monitoring and evaluation and policy development.
- Leadership and co-ordinating, supervising and managing others in work activities.

Responses – Senior Level Positions.

1. Outline your qualifications and experience working at a senior level in a management positions.
2. Please provide details of your experience managing complex professional relationships.
3. Provide details of when you have led the development of a project, plan, report or organisational strategy.
4. Describe a recent achievement or activity that you were responsible for completing and that you are particularly proud of.

Middle management positions (LE4 & LE5 salary ranges from VT3,163,165 to VT4,665,136 per annum)

Roles at these levels require moderate complexity and work under general supervision. They are accountable for organising their own workflow and for making independent decisions relating to a specific area of work. They may be required to manage and lead a small team to complete tasks, or for a specified project or activity.

Key skills required of the position:

- Strong administration, research and technical skills.
- Ability to provide strong logistical support across all program and service areas.
- Strong communication skills, including writing skills and the ability to represent your team.
- Work well in a team environment.

Responses – Middle management positions.

1. Explain why you are suitable for this management role within the team you have nominated. (Please include details of your work experience and study).
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.

Junior corporate enabling positions (LE2 & LE3 salary ranges from VT1,726,931to VT2,020,261 per annum)

Roles at this level work under general direction and support efficient and professional service delivery. Employees at this level are required to set priorities and manage workflow for their own role and have some autonomy about how tasks are performed. Roles require strong team cooperation, motivation, and willingness to learn and develop professionally.

Key skills required of the position:

- Experience working in an office environment utilising administration skills.
- Good communication skills, including good writing skills.
- Ability to provide logistical support across all program areas and support the team.
- Work well in a team and maintain good working relationships.

Responses – Junior corporate enabling positions.

1. How do your skills relate to a position in a corporate service delivery environment? (You may wish to include details of your work experience and study).
2. What does good customer service mean to you?
3. What are your personal strengths in the workplace?
4. What experience have you had working as part of a team?

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 level you are applying for, you can apply for more than one level and for different teams.
- 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.