



AUSTRALIAN EMBASSY ULAANBAATAR

Vacancy – Program Officer

Agency	Department of Foreign Affairs and Trade
Title	Program Officer
Position number	UL002
Classification	LE5 (MNT \$39,801,829)
Status	Ongoing, Full-time
Closing date	Wednesday, 27 September at 5:30PM

What we do

The Australian Embassy in Ulaanbaatar is responsible for advancing Australia's interests in Mongolia. We work closely with the Mongolian Government and business community to promote Australia, pursue our foreign policy, trade and security interests, delivering an effective and high quality overseas aid program and support Australian businesses in Mongolia. The Embassy also provides consular, passport and notarial services to Australians in Mongolia.

Who we are

We are a motivated and professional team with a wide variety of qualifications and backgrounds. We welcome people with private-sector experience. We value people with ideas, the ability to present them persuasively, and the drive and skill to see them adopted. We take pride in our reputation for acting with integrity and discretion.

What we are trying to achieve

We have a dedicated and professional workforce. Officers are highly skilled at their work, which includes delivering an effective and high quality overseas aid program, developing and implementing policy, providing professional corporate management support and delivering high quality consular and passport assistance to Australian travellers.

The opportunity

Working under limited direction, the Program Officer supports the work of the Policy Section of the Australian Embassy in Ulaanbaatar. The Program Officer supports the management of the Australian Aid Program; undertakes policy research, advocacy and reporting; implements relevant components of the public diplomacy program; organises events and functions; and helps improve program coherence and reporting (financial, fraud, performance and quality). The position will initially be responsible for managing the Australia Awards Scholarship Program, the Australian Alumni, and The Australian Volunteers for International Development, however responsibilities may change over time.

The Program Officer will also undertake a range of other functions under the direction of the First Secretary and backup other staff during their absences. Domestic travel may be required.

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

- Manage the Australian Aid Program including:
 - Manage the contracts with implementation partners; manage budgets and expenditure; manage delegations and approvals; receive and approve regular reporting; monitor, analyse and report on aid activities, manage aid program risks, and undertake contractor performance assessments
 - Establish and maintain strong relationships with implementing partners, Mongolian Government officials, aid recipients, visiting officials and other aid program stakeholders
 - Maintain knowledge of Mongolian Government and other donor aid activity
 - Maintain a sound knowledge of DFAT Aid policies and programs
- Develop and maintain a sound knowledge of assigned sectors/subject areas in Mongolia, including Agriculture, Education, Human Rights, LGBTI issues, and gender issues
- Analyse and report on relevant policy, social, economic and aid developments in Mongolia
- Represent DFAT in relevant public fora and liaise with a range of stakeholders including Mongolian and Australian government officials.
- Provide briefings on specific issues

Qualifications/Experience

- Tertiary qualification in a relevant field
- A minimum of 2-years experience in program management with demonstrated ability to deliver outcomes
- Strong communication, interpersonal and representational skills
- Fluency in written and spoken English and Mongolian
- Demonstrated high-level research and analysis skills
- Strong organisational and coordination skills
- Ability to work as a member of a team
- Must be able to undertake short-term travel
- Advanced computer literacy, including use of the internet, Microsoft Word, Excel, and Microsoft PowerPoint

What we offer

- A diverse and inclusive workplace and attractive remuneration package
- Exciting and fulfilling work in a diplomatic mission
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions

How to apply

Submit an application in English to mongolia.embassy@dfat.gov.au by Wednesday, 27 September at 5.30PM. As part of your application, you will need to provide:

- CV max 2 pages
- A completed **LES Application Form** (referees should be work-related and should include at least one current or recent supervisor)
- A 1-2 page pitch of no more than 750 words

Further information and guidelines on how to prepare a written application and prepare for an interview at the Australian Embassy is available on Embassy's website: www.Mongolia.embassy.gov.au

What should I include in my pitch?

Your 1-2 page pitch of no more than 750 words is a chance to tell us why you are the right person for the job. We want to know why you want to work at the Australian Embassy, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you?

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Who to contact

For role specific information or application questions, please email mongolia.embassy@dfat.gov.au or call Ms Zoljargal Nyamjav, Telephone: 7013-9001

Things to note

Locally Engaged Staff (LES) are expected to adhere to the LES Code of Conduct and employment principles in terms of performance and standards of behaviour.

The successful candidate will be required to complete a probity check prior to engagement.

Diversity

We are committed to building a diverse workforce and to fostering a positive workplace where people treat each other and the community with respect. Our recruitment decisions are made on the basis of merit and we do not discriminate on the basis of race, colour, sex, sexual orientation, gender identity or intersex status, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.