



Australian High Commission

Vanuatu

Applicant Information

The Australian High Commission is looking for a professional, hardworking, and highly motivated individual to join our organisation as the **Senior Program Manager Labour Mobility and Skills** with our Development Section. This is an exciting opportunity to join the Australian High Commission in Vanuatu and contribute to advancing the Australia-Vanuatu partnership.

Suitable candidates may also be placed on a merit list for future Senior Program Manager vacancies in other sectors across the development program. Future vacancies may include the following sectors: health; climate change; disaster preparedness and response; infrastructure; gender and disability; and justice.

About the Australian High Commission in Port Vila

The role of the Australian High Commission in Vanuatu 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 development program and helping Australian travellers and Australians overseas. Details of our work, as well as our purpose and priority functions can be found on our website

www.vanuatu.embassy.gov.au

About the position

Position title	Senior Program Manager – Labour Mobility and Skills
Position & Salary classification – Level 6	Starting annual salary from VT 5,211,621

Under limited direction, the Senior Program Manager will lead a small team to manage one or more sectors of Australia's development program in Vanuatu. This position will be responsible for the Labour Mobility and Skills portfolio, with opportunities to work across Education and other sectors according to organisational priorities. The role requires providing high-level strategy, policy and program advice to senior managers in the Australian Government and to partners in Vanuatu.

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

- Anticipate and escalate emerging issues, risks and decision points, providing the First Secretary (Development Cooperation) with timely, concise and solutions-focused advice, and ensuring decisions are translated into action.
- Build and maintain strategic relationships with senior and middle level management of the relevant departments of the Government of Vanuatu, as well as Ministers and political staff where appropriate
- Negotiate with key Government of Vanuatu officials and partners concerning the formulation and the implementation of the program, defining objectives, forward and strategic planning, risk management, identifying innovations and program improvements
- Manage the relationships with a wide range of partners and service providers to support coordinated program planning and implementation
- Liaise with bilateral development cooperation donors and multilateral organisations on program design, delivery and review
- Monitor and evaluate program performance

- Ensure that monitoring and evaluation activities directly inform broader performance reporting as well as program decision-making
- Implementation of cross-cutting issues in the program
- Through high-quality reporting provide analysis and evidence-based advice on operational issues, strategic program directions and program planning
- Develop, implement, review and interpret policies relevant to the program
- Provide analysis, support and direction for new activity developments including developing the concept document and participating in design development missions
- Actively represent the Australian aid program and/or provide advice on Australian participation at a wide range of local, regional and international events
- Input to the development of strategy and policy
- Set the strategic framework for junior staff through performance management, effective business planning, appropriate work delegation mentoring, and staff development
- In an event of a disaster the position may be required to be part of the Post disaster response team.
- Other duties as directed.

Qualifications/Experience

- The position requires tertiary qualifications as well as a minimum of five years technical expertise and/or experience in public policy, development or related sectors.
- Demonstrated ability to support senior management through sound judgement, proactive coordination, concise advice and effective management of competing priorities.
- Demonstrated high level representational and/or stakeholder engagement experience.
- Demonstrated ability to develop and maintain relationships with internal and external stakeholders.
- An operational knowledge of aid management.
- An operational knowledge of development policy.
- 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.

Assessment Criteria Questions

1. Please provide details of how your professional experience will suit the role of Senior Program Manager Labour Mobility and Skills and other development sectors.
2. Describe the professional networks and relationships you have developed through your current and previous roles.
3. Describe a time when you coordinated or led work involving multiple teams or organisations. What was your role?
4. What aspect of development work interests you most, and what would you bring to a senior program management role?

How to apply

All applications should be submitted to [Link Personnel Services](#) by **Monday 2 November 2026** and include:

- A Curriculum Vitae.
- Your responses to the assessment criteria questions.
- The names and contact details of **two** professional referees who have agreed for us to contact them to provide a referee report.

Only those candidates considered suitable for interview will be contacted.

The Australian High Commission is an equal opportunities employer.