Australian High Commission
Vanuatu

Applicant Information

The Australian High Commission is looking for a professional, dedicated and highly motivated individual to join our organisation as the **Strategic Sector Lead Education and Skills** with our Development Section. This is an exciting opportunity for an experience development professional to join the Australian High Commission in Vanuatu and contribute to advancing the Australia-Vanuatu partnership.

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	**Strategic Lead Education and Skills**	**Classification Level and Starting Salary**	**LE7 - Starting annual salary from VT 6,138,487**

Under broad direction from the First Secretary (Development Cooperation), the Strategic Sector Lead (Education and Skills) will provide strategic analysis and advice to guide Australia's education and skills engagement in Vanuatu. The position will translate sector developments, evidence and government partner priorities into clear recommendations on investment priorities, policy engagement and program adaptation. It will also strengthen coherence and coordination across Australia's bilateral, regional and multilateral education and skills investments. The Strategic Sector Lead will work closely with Post's Strategic Adviser (Education and Skills).

A central focus will be oversight for DFAT's education, skills and scholarships partnership, the Vanuatu Australia Edukesen mo Skils Patnasip (ESP), through its establishment and early implementation. Working closely with the Ministry of Education and Training (MoET), ESP leadership and development partners, the role will support local leadership while helping to ensure Australia's investment is achieving agreed outcomes. The successful candidate will also support Australia's role as Global Partnership for Education Coordinating Agency, working with MoET and development partners to strengthen alignment with government-led education priorities.

The successful candidate will provide senior guidance for Post's Education and Skills work and ensure the quality and coherence of investment analysis and advice. They will navigate complex institutional and stakeholder dynamics, using this understanding to recommend and progress ways of working and coordination approaches for education and skills partners, and agreed program adaptations that improve development outcomes.

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

- Lead DFAT's management of the education and skills portfolio, with a primary focus on ESP's establishment over its first two years, ensuring coordinated planning, effective delivery and accountability in line with agreed priorities and DFAT requirements.
- Produce timely, well-founded analysis and reporting that explains complex sector developments, institutional dynamics and stakeholder perspectives, assesses their implications for development outcomes and Australia's engagement, and provides clear judgements and recommendations.

- Manage relationships with Vanuatu government officials, ESP leadership, the ESP Support Contractor and relevant regional and multilateral program teams to support locally led delivery and coordination across Australia's Education and Skills investments.
- Lead Australia's contribution to the GPE Coordinating Agency role, supporting MoET-led policy dialogue, development partner alignment and the mid-term review.
- Navigate complex institutional and stakeholder dynamics, working with partners to anticipate implementation challenges, manage risks and adapt programs to improve development outcomes.
- Assess investment performance against agreed outcomes and DFAT requirements, recommend adjustments, and work with partners to implement and monitor agreed improvements.
- Work with partners to integrate and monitor Gender Equality, Disability and Social Inclusion, climate resilience and relevant safeguards in investment planning and delivery.
- Support the establishment and effective functioning of education and skills program governance and sector coordination forums.
- Represent DFAT in education and skills program governance and sector coordination forums, conveying agreed Australian positions and working with Vanuatu counterparts to progress shared development objectives, and advise senior Australian Government representatives on sector developments, investment performance and implications for Australia's engagement.
- Provide management support for Post's Education and Skills team, helping translate agreed priorities into coordinated workloads, maintaining program quality and supporting staff development and performance.
- In the event of a disaster, the position may be required to be part of the High Commission's disaster response team.

Qualifications/Experience

- A postgraduate qualification in Education, International Development, Public Policy, International Relations or a related field, and a minimum of eight years' experience in education, public policy, development cooperation or a related field.
- Demonstrated experience influencing policy, leading reform processes and managing complex development programs.
- Demonstrated ability to analyse complex and incomplete information, exercise sound judgement and discretion, and provide clear, practical advice to senior decision-makers on sensitive issues.
- Demonstrated ability to anticipate emerging issues, assess competing priorities and independently develop well-founded options and recommendations within agreed strategic direction.
- Demonstrated ability to synthesise complex information from diverse sources into concise, persuasive written analysis, distinguishing evidence from interpretation and explaining implications for policy and program decisions.
- Demonstrated high-level representational, negotiation and stakeholder engagement skills.
- Demonstrated team leadership experience, including capability development, mentoring and performance management.
- Strong operational and strategic knowledge of aid management and development policy.
- Strong understanding of Vanuatu's education and skills sector and its political economy, including how government systems, institutions and stakeholder interests influence reform and development outcomes.
- 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 describe how your skills and professional experience would enable you to succeed as Strategic Sector Lead – Education and Skills. In your response, provide examples relevant to strategic leadership, coordination and oversight of education and/or skills investments.

2. Describe a time when you worked across government, development partners and/or other stakeholders to progress a shared objective in education and/or skills. How did you navigate different priorities or institutional interests, build alignment and support effective coordination and delivery?

3. Provide an example of a complex education and/or skills issue that required analysis and judgement. How did you assess the implications for policy, investment or development outcomes, and translate your analysis into clear advice or recommendations for senior decision-makers?

How to apply

All applications should be submitted to **Link Personnel Services** by **Monday 7 December 2026** and include:

- A Curriculum Vitae.
- Your responses to the above assessment criteria questions.
- Please provide the names and contact details of two professional referees who have agreed to be contacted by us to provide a referee report.

Only those candidates considered suitable for interview will be contacted.

The Australian High Commission is an equal opportunities employer.