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 **Program Manager Foreign Policy** with our Political 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 Program Manager vacancies in other sectors across the High Commission for roles with similar criteria.

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	**Program Manager – Foreign Policy**	**Classification Level and Starting Salary**	**LE5 - Starting annual salary from VT 4,292,085**

As a Program Manager, you will be part of the Political, Economic, and Public Diplomacy Section at the Australian High Commission in Vanuatu.

You will be responsible for political monitoring, reporting and analysis, and supporting policy development, diplomatic engagement and representation. The role has a strong foreign policy focus, including engagement across the foreign affairs, maritime, internal affairs and cyber security portfolios. You will work collaboratively within the team to deliver high-quality briefs, analysis and written products to support the High Commission's objectives.

The role has a strong stakeholder engagement focus. You will build and maintain a network of contacts in politics, government, business and civil society, with a focus on the Ministry of Foreign Affairs. The role supports incoming and outgoing VIP visits, including protocol and diplomatic engagement requirements where needed, and contributes to economic engagement activities.

Program Managers are also responsible for supporting financial management and compliance, including financial, fraud, performance and quality reporting. In the event of a disaster, you will be required to support the High Commission's crisis response.

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

- Deliver timely, high-quality and evidence-based political reporting and analysis, with a focus on foreign policy, multilateral engagement and regional security issues.
- Support day-to-day engagement with Vanuatu's Ministry of Foreign Affairs and other relevant agencies, including those responsible for fisheries, oceans, maritime affairs, regional organisations and security.
- Support engagement with and monitoring of diplomatic corps and third country engagement with Vanuatu.
- Support the delivery of high-level diplomatic engagement, including protocol elements, official visits, and representation at meetings, events and multilateral engagements.

- Contribute to and support the delivery of economic cooperation activities and engagement, in collaboration with the broader section.
- Build and maintain effective working relationships with Vanuatu Government counterparts, development partners and other stakeholders.
- Represent the High Commission at external meetings and liaise effectively with a range of stakeholders, including government officials, regional organisations, civil society and international partners.
- Work collaboratively across the High Commission, including with development and economic teams, to support integrated policy advice and shared situational awareness.
- Comply with relevant policies and procedures, including financial, procurement, risk and fraud controls.
- Contribute to the High Commission's disaster preparedness and response activities, as required.
- Undertake 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, international relations, development or related sectors.
- Demonstrated experience in stakeholder engagement and representational roles.
- Proven ability to build and sustain effective working relationships with internal and external stakeholders.
- Working knowledge of aid and program management, including basic financial and compliance requirements.
- Sound understanding of development policy and its application in a Pacific context.
- Knowledge of Vanuatu Government systems, processes and operating environment.
- Proficiency in Microsoft Office and ability to learn corporate systems.
- Strong written and verbal communication skills in English and Bislama.
- Ability to exercise sound judgement and maintain confidentiality.
- Good understanding of Vanuatu's culture, institutions and governance context.

Assessment Criteria Questions

1. Please describe how your skills and professional experience would enable you to succeed as Program Manager – Foreign Policy. In your response, provide examples relevant to research, analysis, written reporting, policy development or program management.
2. Describe the professional networks and relationships you have developed through your current and previous roles.
3. Provide an example of a report, brief or other written product you prepared using information from multiple sources. How did you assess the reliability of the information, identify what was important, and ensure the final product was accurate, clear and useful to decision makers?
4. Describe a time when you had to manage multiple priorities, stakeholders or competing deadlines. How did you determine what to prioritise, work with others and ensure that key tasks were delivered to a high standard?

How to apply

All applications should be submitted to **Link Personnel Services** by **Wednesday 25 November 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.