



## AUSTRALIAN EMBASSY YANGON JOB VACANCIES

The Australian Embassy in Yangon is a medium sized diplomatic agency representing the Australian Government in Myanmar. It is staffed by employees of the Department of Foreign Affairs and Trade, the Australian Federal Police, the Department of Immigration and Border Protection, the Australian Trade Commission and the Department of Defence.

The Australian Embassy is seeking applications for the following positions.

### SENIOR PROGRAM OFFICER (GOVERNANCE)

**SALARY: Negotiable depending on skills and experience**

Senior Program Officer (Governance) is responsible for providing help to deliver Australian aid to Myanmar, focusing on support in governance, peace and/or humanitarian sectors. This position reports to the Second Secretary.

#### Qualifications and Experience:

The appointee should have the following qualifications and experience:

- Excellent oral and written communication skills in English and Burmese.
- Tertiary qualifications in a related development field.
- Experience in delivering, managing and/or monitoring aid programs/activities in governance, peace-building or humanitarian fields.
- Demonstrated skills in communication, negotiation, representation, and managing project plans and budgets.
- Demonstrated ability to respond to client needs in a demanding environment.
- Ability to work effectively in teams with adaptability and responsiveness.
- Good knowledge of modern office procedures, practices, methods and equipment including use of standard personal computer software programs such as Microsoft Word and Excel.

### PROGRAM MANAGER – DEVELOPMENT ASSISTANCE (HEALTH AND PRIVATE SECTOR)

**SALARY: Negotiable depending on skills and experience**

The Program Manager - Development Assistance (Health and Private Sector) is responsible for providing high level policy and program advice to support the implementation of the Australian Government's aid assistance to the people of Myanmar.

#### Qualifications and Experience:

The appointee should have the following qualifications and experience:

- Excellent oral and written communication skills in English.
- Demonstrated expertise in international development and achievement in management and review of aid programs/activities.
- Proven ability to think strategically and understand the broader implications of issues for work responsibilities.
- Technical qualifications and/or experience in health or other development-related fields is desirable.
- Well-developed skills in managing change, analytical and problem-solving, people management and sound initiative with practical focus.
- Knowledge of Australian and Myanmar (Burma) government policy, with an understanding of related economic, political, social, and cultural issues in development.
- Good knowledge of modern office procedures, practices, methods and equipment including use of standard personal computer software programs such as Microsoft Word and Excel.

The successful applicant will have an excellent opportunity to work with an established organisation offering the opportunity to progress their skills and work experience.

The application form, selection criteria and position description can be obtained from the Australian Embassy, 88 Strand Road, or downloaded from the Embassy website <http://www.myanmar.embassy.gov.au>.

Applications should be lodged at the Embassy or emailed to [austembassy.yangon@dfat.gov.au](mailto:austembassy.yangon@dfat.gov.au) together with a statement of claims not exceeding two pages addressing the selection criteria and a copy of your CV. Statements should detail suitability to perform the duties of the position including personal qualities, experience, skills, and knowledge relative to the selection criteria.

The closing date for applications is **4:00 pm on Friday 19 December 2014**.

#### Note:

1. The Australian Embassy does not discriminate in regards to race, ethnicity, gender and age.
2. Only those candidates whose qualifications and experience are of further interest will be contacted for an interview.



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