

APPLICATION GUIDELINES AUSTRALIAN EMBASSY PHNOM PENH

Portfolio Manager (Social Inclusion and Decentralisation)

The Australian Embassy will establish a Selection Advisory Committee (SAC) to assess applications, conduct interviews, check referees, and prepare a report for the delegate recommending the most suitable candidate.

To apply for the position of Portfolio Manager, you will need to submit a **one-page pitch** (one A4 page maximum) telling us how your skills, experience and qualifications make you the best candidate for the role.

Your one-page pitch must address the below selection criteria by having specific examples from your professional and/or academic background of how you have previously demonstrated the below capabilities (rather than simply stating previous job descriptions/duties).

Selection Criteria

Required experience, skills and qualifications

1. At least 7 years' experience working in international or community development, including social inclusion, disability, gender, governance, decentralisation and sub-national development, social accountability, public financial management, economics, or related field.
2. Bachelor qualification in international development or related field (as listed above).
3. Demonstrated leadership capacity within and across teams (including supervising staff), as well as experience managing multiple tasks and priorities.
4. Highly developed program management skills, including setting the strategic direction for a portfolio and program, monitoring, evaluation and design experience, well-developed analytical skills to solve complex program issues, and demonstrated experience assessing and managing risks and safeguards.
5. A sound understanding of the Cambodian government particularly within a development context and strong political economy acumen.
6. Excellent interpersonal skills including the ability to build effective working relationships and develop networks, liaise, and negotiate with a broad range of stakeholders, including key government representatives, members of the diplomatic corps, development cooperation partners and stakeholders, NGOs and CSOs.
7. Highly developed and persuasive communication skills (written and oral) in English and Khmer, including briefing and report writing capabilities.

Desirable experience

1. Expertise on decentralisation and sub-national governance, social accountability and/disability inclusion.
2. Postgraduate qualifications in international or community development, including social inclusion, disability, gender, governance, decentralisation and sub-national development, social accountability, public financial management, economics, or related field would be beneficial.
3. Familiarity with the principles, priorities and policies of the Australian Development program and previous experience working with DFAT or partner government in a similar capacity.
4. Ability to exercise independence and proactively identify opportunities to collaborate with colleagues working on other programs to strengthen the overall outcomes of the development section.
5. Experience engaging with donor coordination group and senior stakeholders.

You will also need to send us a **resume (two A4 pages maximum)** – please see “What should I include in my resume” section for guideline.

Applications will be assessed on their ability to demonstrate whether they possess or have significant potential to develop the required skills and knowledge to perform the role against the selection criteria.

If your application is shortlisted for an interview you may be asked to undertake further assessments, such as a writing test, to gauge your ability to perform the role.

DFAT is committed to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills and perspectives of all individuals. We actively encourage applications from women, people with disabilities and people from diverse backgrounds. The selection committee does not require personal information such as date of birth, marital status, height or weight. We do not require a photo.

Applications must be submitted electronically by email to vacancy.cambodia@dfat.gov.au with “Portfolio Manager” as the subject line by 11:30 PM of **Sunday 28 July 2024**.

Only short-listed candidates will be contacted for an interview. Only those applicants short-listed for interview will be contacted. If you are not contacted within **six weeks** of the date of applications closing, you can consider your application unsuccessful.

What should I include in my resume?

The quality of your resume gives readers a vital first impression of you. As a minimum, you should ensure that you include the following elements:

- **Personal Details** – include your name, contact email address and phone numbers.
- **Education** – provide details of any education and qualifications that relate to the job you are applying for.
- **Work Experience** – include relevant work experience and outline the main responsibilities and achievements that relate to the job you are applying for. Organise your employment history in chronological order, starting with the most recent, and indicate actual dates of employment. Make sure to explain any gaps in time.
- **Other Experience** – if relevant, briefly mention any extra-curricular activities, interests or volunteer/community work that you have participated in and highlight what you gained from that experience.
- **Referees** – information from referees forms an important part of the selection process. You should carefully select two referees who can speak in detail regarding your skills and suitability for the role. Details about the referee's current position and relationship of each referee should be provided, along with email and mobile phone contact details.

Your resume should be no longer than 3 pages.