



## Senior Program Manager, Development Cooperation

### Application Guidelines

To apply for the position of Senior Program 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 this role. You should address the below selection criteria, where possible by using examples from your academic or professional background to support your claims.

#### Selection Criteria

1. Ability to design and strategically manage large and complex aid programs, including managing risks and shaping policy objectives.
2. Ability to accurately and autonomously administer program finances, including planning and managing program budgets, keeping robust financial records, arranging meetings and coordinating progress reports.
3. Excellent written and spoken English and Khmer skills and ability to communicate accurately and persuasively.
4. Knowledge of Cambodia's development / economic goals, and the role government, the private sector and donors play in achieving these.
5. Demonstrated ability to develop and maintain relationships with internal and external stakeholders.
6. Ability to operate effectively in a collaborative team environment.

You will also need to send us a **two page curriculum vitae** (two A4 pages maximum) outlining your professional and academic background.

Applications will be assessed on your ability to demonstrate, against the selection criteria, that you possess, or have the real potential to develop, the required skills, knowledge, experience and qualifications to perform the role.

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

The Australian Embassy is an equal opportunity employer. Women are strongly encouraged to apply. 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 by email to [PENH.HR@dfat.gov.au](mailto:PENH.HR@dfat.gov.au) with “Application for Senior Program Manager” as the subject line by 5pm Phnom Penh time on **Monday 25 February 2019**.

Only short-listed candidates will be contacted for an interview.

### **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 participated in and highlight what you gained from that experience.
- **Referees** – include the name and contact details of two professional referees who can validate and support your application.
- **Layout** – A resume of no more than two pages showing relevant experience. Use an easy to read font and a simple, consistent format. Use bullet points to break up text. Highlight important facts, and ensure that you can back them up with examples if asked at interview.

### **What should I include in my one page pitch?**

Your one page pitch is a chance to tell us why you are the right person for the job. We want to know why you want to work at the Embassy, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you?

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.