



Australian Embassy

The Philippines

PROGRAM OFFICER / RESEARCH OFFICER (LE4)

The Department of Foreign Affairs and Trade (DFAT) within the Australian Embassy in Manila, Philippines is a lead agency managing Australia's international presence. DFAT is seeking highly motivated and experienced persons to fill several Program Officer and Research Officer (LE4) positions across the Australian Embassy's development program, political and economic sections which covers a range of sectors and cross cutting issues such as social protection, basic education, humanitarian, peace and stability, inclusive economic growth, infrastructure, governance and human resource/ organisational development and scholarships. The successful candidates should have demonstrated experience in program/ project management or political and economic research and reporting/development in a similar organisation, preferably in the Philippines.

The Program Officer (LE4) is responsible for providing advice and administrative support on specific issues and activities to implement a range of program initiatives.

The Research Officer (LE4) is responsible for assisting the development of political, economic and trade reporting and administrative matters.

Eligibility/ Other requirements

Further details on job description and selection criteria for the position can be accessed in the 'Applicant Information Pack' located under job vacancies at the Australian Embassy website: <http://www.philippines.embassy.gov.au/mnla/aboutus.html>.

Terms of Employment

The position is a locally engaged staff (LES), not an Australian Public Service position, based in the Australian Embassy Manila office. The position is a full time assignment, with a permanent employment contract. The successful candidate is expected to commence as soon as possible. The successful candidate will be entitled to leave, comprehensive health and group life insurance and other conditions as per the locally engaged staff conditions of service.

How to Apply

Interested applicants must address the selection criteria, and detail suitability to perform the duties of the position including personal qualities, experience, skills and knowledge. The selection process will be strictly merit-based. Applications that do not address each selection criteria will not be considered. Information on how to apply for the job can be found in the 'Applicant Information Pack' posted in the Embassy website, <http://www.philippines.embassy.gov.au/mnla/aboutus.html>.

Lodgement of applications and all position specific inquiries should be sent via email to manila.recruitment@dfat.gov.au or mailed/delivered to DFAT HR Section, Australian Embassy Manila, Level 23 Tower 2 RCBC Plaza, 6819 Ayala Avenue, Makati City 1200, Philippines by **Tuesday, 28 February 2017.**

If you have not been requested to attend an interview within four weeks from the closing date, please assume that your application has not been successful. Only shortlisted applicants will be contacted.