



## AUSTRALIAN EMBASSY BEIRUT

### Locally Engaged Staff Job Vacancy

<b>Agency</b>	Department of Foreign Affairs and Trade (DFAT)
<b>Position number</b>	BEI8724
<b>Title</b>	Humanitarian Program Officer
<b>Classification</b>	LE4
<b>Section</b>	DFAT Humanitarian Program
<b>Reports to (title)</b>	Second Secretary Humanitarian

The Embassy is seeking an experienced and energetic person to join its Political team in the position of Humanitarian Program Officer.

Employment at the Embassy is subject to acceptance of the Embassy's standard terms and conditions of employment of Locally Engaged Staff, and successful completion of security vetting and other requirements.

Embassy employees must demonstrate exemplary standards of integrity and professionalism at all times, as set out in the Embassy's Code of Conduct for Locally Engaged staff.

#### **INSTRUCTIONS:**

Applications should include:

- An expressions of interest statement addressing the selection criteria below;
- A current CV; and
- Names and contact details for two recent work referees.

Please ensure that your statement addressing the selection criteria is between 500-700 words only. When addressing the selection criteria it is important to relate your skills, knowledge and experience to the position description provided. Include concrete examples against each selection criteria.

Please note that suitability for these positions will be judged against the selection criteria and that applications that fail to address the selection criteria and/or fail to include referee details will not be considered.

Please email applications to [recruitmentlebanon@dfat.gov.au](mailto:recruitmentlebanon@dfat.gov.au).

Applications must be received by close of business 19 March 2018. Late applications will not be considered. Only shortlisted candidates will be contacted regarding applications.

The Embassy website ([www.lebanon.embassy.gov.au](http://www.lebanon.embassy.gov.au)) provides a wide range of information about the Embassy's activities and services. Australian Government objectives, under which the Embassy operates, can be found on the Department of Foreign Affairs and Trade website ([www.dfat.gov.au](http://www.dfat.gov.au)).

### **Selection Criteria**

1. Demonstrate knowledge of and experience in aid program management, stakeholder engagement, and analytical reporting.
2. Demonstrated ability to manage a diverse workload, competing priorities and tight deadlines in order to deliver successful work outcomes.
3. Demonstrate a strong understanding of conflict of interest issues and ethical work practices and a commitment to information privacy, confidentiality and security principles.

### **About the position**

The Australian Embassy in Lebanon manages the delivery of Australia's AUD220 million Syria Humanitarian package both in Lebanon and in Syria. The existing portfolio of assistance is delivered through nine program partners (UN agencies and NGOs) within a complex operating environment. The LE Humanitarian program officer will assist and support the APS Humanitarian officer by performing a range of complex tasks some of which are detailed below. The position will also back up the Political researcher and translator/interpreter officer duties when required.

### **Key responsibilities:**

The key responsibilities include but are not limited to:

- Support the development and implementation of Australia's humanitarian assistance program to Lebanon, including contributing to strategic planning, risk management, monitoring and evaluation, reporting on partner performance and identifying innovations and program improvements.
- Build and maintaining effective relationships with the Lebanese Government and key humanitarian stakeholders (including development cooperation donors, multilateral organisations and NGOs) and, as required, represent Australia in relevant meetings to support the programming and implementation of Australia's humanitarian assistance in Lebanon.
- Collate, analyse and report on developments relating to the Syrian humanitarian response, the situation of Syrian refugees in Lebanon and the impact on host communities, as well as the situation inside Syria.
- Contribute to the management of relevant events to promote Australia's humanitarian assistance.
- Support visits by Australian officials and manage elements of VIP visits relating to Australia's humanitarian assistance in Lebanon and Syria.
- Support posts Public diplomacy objectives including through the promotion of the Australian Aid program on Facebook and twitter.
- Other duties as required.

- Act as back-up political research officer/translator and interpreter (PN: BEI8718)

### **Qualifications/Experience**

- Development and/or humanitarian experience and proven ability to manage development and/or humanitarian assistance programs.
- Excellent written, analytical and communication skills, and fluency in English and Arabic.
- Highly developed negotiation skills, excellent interpersonal skills and the capacity to effectively represent Australia's interests.
- Excellent organisational skills and the ability to plan strategically.
- A high level of flexibility and responsibility, and the ability to work both independently and as an effective team member.