



AUSTRALIAN HIGH COMMISSION DHAKA

Vacancy for Humanitarian Program Manager Position

The Australian High Commission is seeking to fill the position of **Humanitarian Program Manager** based in Dhaka, Bangladesh. The Program Manager is responsible for day to day management and support of a range of humanitarian and development programs including contractual and financial oversight, liaison with relevant stakeholders, reporting on program activities and outcomes, and assisting in the preparation of policy and briefing documents.

The successful applicant will be required to perform the tasks mentioned in the attached Duty statement. The monthly base salary is Taka 114,406, with a festival bonus equivalent of two months' base salary plus other admissible benefits e.g. group life insurance, health insurance and separation entitlements. Under the Performance Management system, a performance bonus may also apply.

Interested applicants should submit the following documents by **16:00 (Dhaka time) on 10 July 2018**.

- A succinct cover letter of no more than 2 pages directly addressing the selection criteria mentioned in the position description. Cover letters not addressing the selection criteria will not be considered; and
- A CV of no more than 3 pages including details of three referees. All referees must have had direct experience of quality of the applicant's work and his/her competencies. One of the referees must be the current, direct supervisor.

Please send applications to hr.dhaka@dfat.gov.au and clearly mention '**Application for Humanitarian Program Manager**' in the subject line.

All applications will be treated in strict confidence.

The Australian High Commission is an equal opportunity employer and the selection will be based on merit.

Only shortlisted candidates will be contacted.