



The Australian Embassy is seeking a highly motivated and experienced person to fill the position of **Program Manager – Workforce Development (locally-engaged staff, level 5)**, working within its Governance and Economic Development Team.

The successful candidate must be able to demonstrate achievement against the following selection criteria:

- Experience working with stakeholders relevant to the role, including the **Government of Timor-Leste, development partners and/or civil society**.
- Experience working with programs with a **strong understanding of gender equality and social inclusion concepts and issues**.
- Excellent **interpersonal skills**, including the **ability to maintain respectful and productive working relationships with a variety of individuals and organisations**, and to work collaboratively to achieve results
- Ability to **work independently with sound judgement and under general direction**
- Ability to **work in a team** and contribute to enhancing team capacity through collaboration

Applicants should also have the following qualifications and/or experience.

- Qualification, knowledge and/or experience in areas relevant to labour mobility, TVET and/or skills and scholarships in Timor-Leste.
- Demonstrated competence with Microsoft Office computer applications
- Advanced written and spoken English and Tetum skills.
- Personal attributes that include integrity, adaptability and resilience, a strong work ethic and personal drive.

The salary for this position starts from **USD 25,181.76 per annum**. This figure excludes 13-month salary.

Applications – Please respond to each of the selection criteria separately by providing examples of your achievements. The total response to selection criteria must be in English and not exceed two (2) pages. Please also include a Curriculum Vitae in English, not exceeding two (2) pages. The closing date is on **Monday, 10 August 2026** at 4.30pm (Dili time).

Referees – Please provide the name, position, phone number and email address for two recent professional referees in your written application. Referees will be contacted for short listed applicants only. You will be notified if your referees are to be contacted.

How to apply

Please send applications via email to dili.hr@dfat.gov.au. Position descriptions are available on the Australian Embassy website www.timorleste.embassy.gov.au and also available from the Australian Embassy's Reception desk. Please note that only shortlisted candidates will be contacted for interview.

Other requirements

Successful applicants are required to obtain a satisfactory police clearance and medical check. The position will involve travel in Timor-Leste and may also involve limited international travel.

The Australian Embassy is committed to providing equal employment opportunities, access, equity and social inclusion for all employees, and in particular for women and people with disability. We welcome all applicants and encourage women and people with disability to apply.