



Australian Embassy

Timor-Leste

The Human Development Section of the Australian Embassy in Dili is seeking a highly motivated and experienced person to fill the position of **Monitoring & Evaluation and Civil Society (locally engaged staff, level 5)**.

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

- Knowledge of and experience **applying best practice approaches to monitoring and evaluation (M&E)** and an eye for detail (ema ne'ebe detalladu tebes!).
- Demonstrated competence with **Microsoft Office computer applications, including Excel and data management**.
- Demonstrated experience **managing programs related to NGOs, volunteers or disaster management and other development experience**.
- Knowledge of **aid management and development policy**.

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

- Relevant qualifications, experience or knowledge in **monitoring and evaluation (M&E), economics and/or development studies**.
- Highly developed **written and spoken English and Tetum communications skills**.

The successful candidate will be offered an initial one (1) year employment contract followed with an option of a permanent (ongoing) employment based on a satisfactory performance result.

The salary for this position starts from **USD\$24,448.08 per annum**. This amount excludes the 13-month's salary.

Applications – To apply, please submit the following documents (must be in English and in PDF format):

- Curriculum Vitae outlining personal details, relevant work experience, educational qualifications, and skills (maximum two (2) pages).
- Address to the selection criteria outlining how your skills, experience and qualifications makes you the best person for the job (maximum two (2) pages). Try to avoid simply repeating information already included in your CV.

The **closing date** for applications is by **4.30pm (Dili time) on Friday, December 6th, 2024**.

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.