



The Timor-Leste Police Development Program (TLPDP) is seeking a highly motivated and experienced person to fill the position of **Learning and Development Manager (locally engaged staff, level 5)**, working within the TLPDP training Team.

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

- Demonstrated experience in **leading curriculum design, development and continuous improvement** of English language training programs, curricula and learning materials.
- Demonstrated ability to **plan, facilitate, assess, evaluate and provide advice** on training programs/strategies and adapt learning approaches to diverse participant needs.
- **Advanced written and spoken communication skills in both English and Tetun**, including the ability to provide interpretation and translation as required.
- Demonstrated ability to **build and maintain effective relationships with key stakeholders**.
- Proven ability to **work independently, exercise high-level sound judgment, prioritize competing demands, and meet deadlines**.
- **Strong administrative skills** with demonstrated competence in Microsoft Office, maintaining accurate records, and ensuring the quality and precision of program outputs.
- **Demonstrated understanding of, and commitment to, inclusive training approaches**, including gender equality and disability inclusion, with a willingness to undertake relevant training provided by the Embassy.

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

- **Essential** - Qualifications, knowledge and/or experience in areas relevant to curriculum and training delivery.
- **Desirable** - Written and spoken Portuguese skills

The salary for this position is **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 **Sunday, 11 October 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, medical check, and uphold child safeguarding principles.

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.