

Australia's Permanent Mission to the United Nations Australian Agency for International Development (AusAID)

Australia's Permanent Mission to the United Nations invites applications for the position of AusAID Program Assistant. The Program Assistant will be employed by the Australian Agency for International Development (AusAID) on an ongoing (locally-engaged) contract basis, following an initial probationary period. The salary will start at US\$50,488 with increments and bonus payments available based on performance. The terms of employment will be in accordance with the standard AusAID UN-NY contract and AusAID O-based Guidelines.

Job Description

The Program Assistant will work as part of a small team within the Australian Mission to the United Nations, managing Australia's development and humanitarian interests in the UN context, including relationships with UN development agencies (eg. UNICEF, UNDP, UNIFEM, UNFPA, UNOCHA).

Duties

The Program Assistant will work closely with the Counsellor (Development), the Development Adviser, and others in the Australian Mission to the United Nations, to undertake the following duties:

- Managing AusAID UN New York's administration and finance issues, including monitoring expenditure, processing reimbursements, and arranging travel.
- Oversight and keeping records of AusAID's administrative relationships and agreements with UN funds and programs, including UNICEF, UNDP, UNIFEM and UNFPA.
- Organising and assisting with meetings and events, including preparing minutes as required.
- Representing the Australian Mission at UN meetings, and preparing summary records of meetings.
- Preparing briefing and correspondence.
- Arranging programs for visitors.
- Other administrative duties as required.

Security Designated Non-APS Position

Due to Australian national security regulations applicants must be Australian nationals and must be willing to undergo security checks and obtain the relevant security clearance in order to take up this position.

Please note that this is a New York-based contract position. It is not an Australian Public Service position. Applicants do not however have to have a current work authorisation for the United States. The Australian Mission to the United Nations will arrange for the appropriate visa.

Selection criteria

1. Good knowledge of development and humanitarian issues and the role of the UN system.
2. Demonstrated administrative, record-keeping and financial management skills, and proficiency in office computing applications.
3. Effective interpersonal skills, flexibility and ability to work as a member of a team.
4. Good written communication skills, including skills in report writing and preparing minutes.
5. Sound judgement, initiative and common sense.

How to apply

Applications should include:

- the attached job application cover sheet
- a statement addressing the Selection Criteria (max. three pages)
- a brief current resume setting out employment and educational history

Any applications that do not address the selection criteria will not be considered.

NOTE: The Australian Government will not bear any costs associated with applications or relocation costs to New York for the successful applicant should they not reside in New York.

Applications must be received no later than close of business (New York time) **Thursday 10 July 2008.**

Those applicants who most successfully meet the criteria will be contacted for an interview. Phone interviews will be conducted for any applicants selected for interview who do not currently reside in New York.

Send applications via post, fax or email to:

Mail to: Ms Fleur Davies
Counsellor (Development)
Australian Mission to the United
Nations
150 East 42nd Street, 33rd Floor
New York NY 10017-5612

E-mail: fleur.davies@dfat.gov.au

Fax: 212 351 6610

More Information

For more information about the duties of the position contact Fleur Davies in New York by email (fleur.davies@dfat.gov.au) or on +1 212 351 6655.