



AUSTRALIAN EMBASSY

Job Vacancy – Humanitarian Officer

The Australian Embassy in Amman is seeking an energetic and proactive person to assist in the management of Australia's humanitarian support for Syrian refugees and host communities.

Duties:

The Humanitarian Officer will carry out the following duties:

1. Represent Australia in relevant meetings to support the programming and implementation of Australia's humanitarian assistance in Jordan.
2. Support the implementation of Australia's humanitarian assistance program to Jordan, including contributing to monitoring and evaluation, reporting on partner performance and identifying innovations and program improvements.
3. Collate, analyse and report on developments relating to the Syrian humanitarian response, the situation of Syrian refugees in Jordan and the impact on host communities.
4. Contribute to the management of relevant events to promote Australia's humanitarian assistance.
5. Support visits by Australian officials and manage elements of VIP visits relating to Australia's humanitarian assistance in Jordan.
6. Arrange meetings and field visits with key partners and stakeholders, including UN agencies, NGOs, other donors and Government officials.
7. Support the management and monitoring and evaluation of the Embassy's Direct Aid Program.
8. Other duties as a member of the Political/Economic team, as required.

Selection Criteria:

The successful candidate will demonstrate:

1. Development and/or humanitarian experience and a strong program management background, including in monitoring and evaluation.
2. Excellent written, analytical and communication skills, and fluency in Arabic and English.
3. Highly developed interpersonal skills and the capacity to effectively represent Australia's interests.
4. Excellent organisational skills and the ability to prioritise strategically.
5. A high level of flexibility and the ability to work both independently and as an effective team member.

Salary will be based on skills and experience. All new staff are employed on a fixed term contract basis, and will be initially engaged for a three month probationary period.

Applications must include: (1) a statement which explains how you meet the above selection criteria (2) a short resume, and (3) the contact details of at least two work referees.

Please note that applications which do not contain the statement on how you meet the selection criteria will NOT be considered.

Please forward applications no later than COB 30 June 2017 to:

Job Vacancy – Humanitarian Officer

Australian Embassy

PO Box 35201 – Amman 11180

Fax: 580 7001

E-mail: amman.austremb@dfat.gov.au

Incomplete or late applications will not be accepted

The Australian Government is an equal opportunity employer. Any enquiries should be directed to the above email address.