

# Senior HR & Recruitment Officer

## About the Australia-Pacific Partnerships Platform

The Australia-Pacific Partnerships Platform is an Australian Government initiative funded by the Department of Foreign Affairs and Trade (DFAT) and managed by DT Global. It provides Pacific Island Countries with a suite of flexible, fit-for-purpose options that support broad governance and stability development outcomes. Services provided by the Partnerships Platform can include recruitment, procurement, grants, monitoring and evaluation, research and training, advisory support, and program design and management. Our partners identify the areas in which this support is required, and these can include climate change, strengthening public financial management systems, infrastructure, governance, economic growth and social inclusion.

## About the Position

Reporting to the Finance and Operations Manager, the Senior HR & Recruitment Officer will oversee the program's recruitment and selection cycle.

Working closely with the Partnerships Platform management, DFAT and counterpart government stakeholders the role will be responsible for coordinating the recruitment of operational officers, program management personnel and technical area experts throughout the Pacific Region.

This is a work from home role contracted until 30 June 2025 months, with the option to extend.

Key functions will include:

- Support the development of HR and recruitment procedures and oversee the full-cycle including: staff performance management (inclusive of Support Unit staff and Adviser Performance Assessments), staff inductions/exit interviews, development of fit-for-purpose Terms of Reference, leading end-to-end recruitment and selection processes, and ensuring due diligence and compliance requirements are met.
- Collaboration with key stakeholders, including partner governments and DFAT, to ensure effective and dynamic HR oversight and recruitment solutions are provided.
- Develop and drive proactive sourcing and networking initiatives to attract and develop a robust, diverse pipeline of talent. This includes drawing on extensive Pacific networks and connections, in addition to standard outreach channels, to source and attract a diverse range of national and international applications, including from women and people with a disability.
- Provide oversight of capacity building for staff development and the application of local salary scales, benefits and policies, as well as application of DT Global's Remuneration Framework for advisory personnel, to inform contracting.
- Implement HR and Recruitment systems, policies, procedures, tools and templates to ensure streamlined, effective, and high-quality services are delivered with regular recruitment metrics, reporting on progress on a monthly and six-monthly basis, database and document management.
- Manage the program's LinkedIn presence and sourcing approaches, and work with the Country Leads to support the ongoing analysis of current recruitment effectiveness in line with service standards, and identify opportunities to mainstream.
- Provide quantitative and qualitative data and analysis for development of Recruitment Strategy, reports, as well as key communication products, in a timely manner and to a professional standard.

- Provide administrative support for processing recruitment applications and advertisements in line with the recruitment processes

This is a remote, work from home position, and flexibility of hours will be considered. Part-time access to office space can be provided as needed depending on the location of the successful candidate.

Amendments to the Terms of Reference may be made during the period of engagement as required.

## About the Partnerships Platform Support Unit

You will be joining a team of experienced development professionals that are committed to sustainability, strengths-based capacity development, genuine partnership, gender equality and disability inclusive development. We welcome applicants from all locations and encourage Pacific People to apply.

We have small 'hubs' in Suva, Canberra, Melbourne and Brisbane where office space can be accessed, and the Support Unit team is predominately remote working and dotted over Australia and the Pacific.

## About You

You are an experienced HR and Recruitment professional who has worked in international development. You are practiced at managing multiple concurrent recruitments and utilising a variety of avenues to attract suitable candidates. You possess high level written communication skills are responsive to changing program needs.

You are interested in working in a flexible role for a multidisciplinary development program. You will enjoy variety in your work and can build rapport with others, ensuring great service and reliability. You are based in the Pacific region (including Australia and New Zealand) and can work from home.

## Selection Criteria

### Essential personal attributes of all Partnerships Platform Staff

- High degree of flexibility, resilience, with the ability to adapt quickly with proven ability to work remotely.
- Be open minded, keen to listen and learn and respectful.
- Commitment to meeting deadlines in accordance with set service level agreements.
- Commitment to building relationships in a team environment.
- Demonstrated aptitude for living and working effectively in a remote, resource constrained and cross-cultural context.
- Understanding of and commitment to Gender Equality, Disability and Social Inclusion (GEDSI), Child Protection, PSEAH, prevention of human trafficking, environmental protection, anti-corruption and other DFAT safeguarding policies.

### Essential qualifications and experience

- Experience overseeing all aspects of the HR and recruitment cycle, including managing a recruitment pipeline, recruitment strategy development, selection and interviews, staff mobilisation, and performance management.
- Experience working for a donor funded activity or in an international development context, ideally in the Pacific.
- Strong networking skills and the ability to identify global and regional professional sources for candidates and developing staff capacity, and to build this into a HR and Recruitment Plan/Strategy.
- Strong communication skills, both written and verbal English language skills.
- Proven ability to work under pressure and to meet management deadlines.
- Ability and desire to work in a remote yet collaborative team environment.

### **Desirable experience and knowledge**

- Qualifications in recruitment, human resources management, operations or equivalent.

## **How to Apply**

All applications may be submitted by clicking on the 'Apply' button, and include the following:

- Your CV, including the names and contact details of 3 professional referees
- A cover letter, describing how your skills and experience are applicable to the selection criteria.

Applications will be considered as they are submitted. Please submit your application as soon as possible.

## **Other Information**

Amendments to the position's terms of reference may be made during the period of the engagement as required.

Applicants from this position may be used to establish a merit list for similar roles in other Pacific Countries.

DT Global Asia Pacific Pty Ltd is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global Asia Pacific Pty Ltd prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

Our organisation is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. Recruitment and selection procedures reflect this commitment. We are committed to safety and the prevention of sexual abuse and harassment, child protection and bribery prevention.

We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All our staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.