

AusKLIP Job Opportunities for Kiribati Nationals – Expressions of Interest (EOI)

The Australia-Kiribati Literacy and Inclusive Education Program (AusKLIP) is a new program funded by the Government of Australia, Department of Foreign Affairs and Trade (DFAT) and managed by DT Global. AusKLIP is a five-year program commencing in October 2023 and will provide support to the Kiribati Ministry of Education (MoE).

AusKLIP seeks expressions of interest from **Kiribati nationals** for the following roles to commence in January 2024:

AusKLIP Management/ Specialists:

- **AusKLIP Operations Manager** (suited to those with substantial experience in program Operations and leadership with donor/DFAT funded programs)
- **AusKLIP Finance Manager** (suited to those with qualifications in finance/accounting and strong financial management experience with donor/DFAT funded programs and who are experienced users of MYOB or similar accounting software applications)
- **AusKLIP Communications and Monitoring, Evaluation and Learning Officer** (suited for those with experience in Communications and M&E practice, including with donor/DFAT funded programs).

AusKLIP Administration and Finance Positions:

- **Finance Officer** (suited to those with finance related qualifications and some experience in finance/payment processing tasks);
- **Administration Officer** (suited to exceptional graduates or early career professionals with some administration experience and a range of skills and qualifications);
- **Office Assistant/ Driver** (suited for a responsible individual who has driving skills, is familiar with office administration/logistical support tasks and has the capacity to learn new skills).

We are looking for candidates who have the following personal attributes:

- Show initiative, self-reliance and can perform their work with minimal supervision
- Have high level of written and spoken English skills
- Have good computer skills, including in MS Word, Excel and communications
- Are accountable for the delivery of their assigned tasks
- Pay attention to detail and communicate well
- Can work out how best to complete their assigned tasks, ask questions when required and to keep supervisors updated on progress.
- Are punctual, honest and are committed to doing quality work

If you have skills, qualification(s) and experience with the above personal attributes, we would like to invite you to apply.

HOW TO APPLY:

- 1) Submit an online application via: <https://www.devex.com/jobs/expression-of-interest-1174837> or
- 2) Email a copy of your updated CV and a one-page cover letter indicating which position(s) you are interested in to AusKlipRecruitment@Dt-global.com

APPLICATIONS CLOSE: Tuesday 7 November 2023.

Note: This is a call for Expressions of Interest only, there are no Terms of Reference or Job Descriptions at this stage. Only shortlisted applicants from the EOI will be contacted.

For further information, please contact us on: 73 013 775 or 73 055 864.