

LES Position Description

AGENCY	Department of Foreign Affairs & Trade
POSITION NUMBER	TBC
POSITION TITLE	Assistant Program Manager
CLASSIFICATION	LE4
SECTION	Various including opportunities in Health, Education, Rural and Business Development, Development and Democratic Governance
REPORTS TO (TITLE)	First Secretary

About The Department of Foreign Affairs and Trade

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional, and bilateral interests.

About the position

Under general direction, the Assistant Program Manager will assist with administration of Australia's development assistance program in a sector. The Assistant Program Manager will play a role in contract management with key delivery partners and build relationships with stakeholders.

Key responsibilities of the position include but are not limited to:

- Monitor and track budgets, report on expenditure and reconcile payments in accordance with financial guidelines
- Provide administrative and operational support for internal and external event preparations, including procurement, invitations, and logistics management
- Draft reports and public diplomacy materials for review by senior staff
- Coordinate and support straightforward tendering and procurement processes in line with relevant policies and procedures
- Participate in meetings and support effective relationships with stakeholders under direction from local and Australian staff
- Assist with risk assessment, risk management and compliance, activities including maintaining relevant records
- Lead or support the planning, organisation, and delivery of public diplomacy events

Required Qualifications/Experience/Knowledge/Skills

- Relevant tertiary qualification or equivalent professional experience
- Well-developed interpersonal and communication skills, with the ability to work professionally with a range of internal and external stakeholders
- Good written and spoken English and Solomon Islands Pijin skills
- Ability to exercise judgement and make decisions within defined parameters and guidelines
- Ability to manage well under pressure, in a timely, polite, and effective manner, and an ability to work with people from different cultures
- Strong initiative, problem-solving skills and flexibility with the ability to adapt to changing priorities