

## LES Position Description

<b>AGENCY</b>	Department of Foreign Affairs & Trade
<b>POSITION NUMBER</b>	TBC
<b>POSITION TITLE</b>	Program Manager
<b>CLASSIFICATION</b>	LE5
<b>SECTION</b>	Health, Education, Justice and Humanitarian
<b>REPORTS TO (TITLE)</b>	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

This position will work with local and Australian staff to manage development assistance program to key priority sectors. The Program Manager will play a role in contract management with key delivery partners and build relationships with sector stakeholders.

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

- Participate in meetings and build and maintain strong working relationships with relevant stakeholders including Government counterparts, specialist advisers and delivery partner
- Co-ordinate and participate in contract management including developing scope, managing tendering processes and monitoring contract performance
- Perform research and analysis including high-level contribution to the preparation of reports on relevant program activities and/or project milestones
- Support and contribute to risk assessment and risk management activities including identifying issues and assisting with mitigation strategies
- Approve or certify payments, entitlements and other forms of expenditure in line with relevant legislation, financial delegations and departmental policies
- Provide informed high-level advice and technical expertise in specific areas of project or program delivery, drawing on subject matter and experience
- Draft high-quality reports, briefing papers and public diplomacy materials
- Lead or assist with the planning, coordination and delivery of public diplomacy events

### Required Qualifications/Experience/Knowledge/Skills

- Relevant tertiary qualification in a related field (desirable) and/or equivalent professional experience in development, policy or program management.
- Demonstrated ability to support and manage development programs to achieve results including monitoring progress and contributing to reporting.
- Very good written and oral communication skills in English and Pidgin
- Demonstrated ability to develop and maintain effective working relationships with a range of stakeholders and liaise on policy, project or operational issues

- Proven ability to manage well under pressure, in a timely, polite and effective manner, and an ability to work with people from different cultures Demonstrated ability to develop effective working relationships with a range of Stakeholders