



LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	Several
POSITION TITLE	Program Manager
CLASSIFICATION	LE6
DIVISION/POST/SECTION	Development Section
REPORTS TO (TITLE)	Senior Program Manager

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 development cooperation program and helping Australian travellers and Australians overseas.


The department provides foreign, trade and development policy advice to the Australian Government and works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

About the role

Under broad direction the Program Manager will work as part of a team that manages programs to support the implementation of the Fiji-Australia Vuale Partnership, as well as assisting the Pacific region to respond to significant long-term challenges.

The key responsibilities of the position include, but are not limited to:

- Monitor, analyse and provide strategic advice and quality reporting on developments in thematic sectors including Pacific regionalism, relevant to program effectiveness, future programming, engagement and broader Australian interests.
- Contribute to the development, implementation and review of policies, programs and initiatives, and oversee missions and project activities.
- Manage assigned agreements and contracts and ensure partners/contractors meet compliance and performance delivery targets.
- Build and maintain strategic relationships with Pacific posts and external stakeholders – including Pacific Governments, United Nations agencies, the Pacific Island Forum Secretariat, the Pacific Community, development partners, civil society organisations and managing contractors – to advance Australia's policy and programming priorities.
- Manage a team of staff including building capability in a team environment.
- Actively manage program implementation, program finances including coordinating budgets, mitigate program risks and identify innovations and improvements.
- Manage and integrate cross-cutting issues, including gender equality, climate change and child protection into all aspects of program development and implementation
- Represent the Australian development program in policy engagement, liaison and negotiation, and provide advice on Australian participation, operational and policy issues.

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- Produce and deliver a range of high-quality written materials and policy advice including briefing, speeches and correspondence to inform activity progress, emerging issues and key risks
 - Provide assistance with organising meetings, high-level visits and events.

Qualifications/Experience

- Relevant work experience in development or a related field including governance, education, health, Pacific regionalism, gender equality and child protection, public sector reform, economics, trade and market access, climate change and disability.
- Relevant tertiary qualifications are highly desirable but not essential.
- Demonstrated experience in program management, including monitoring and evaluation and financial and contract management is preferred.
- Demonstrated ability to engage and collaborate with a range of stakeholders to deliver results.