

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	FNFU06
POSITION TITLE	Senior Program Manager
CLASSIFICATION	LE6
SECTION	Development
REPORTS TO (TITLE)	Second Secretary, Development

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

The position contributes to building stronger linkages between Australia and Tuvalu under the Falepili Union treaty. Under the limited direction of the Second Secretary Development, the Senior Program Manager will be directly responsible for managing and administering aid investments. Specific program responsibilities include (but are not limited to) Pacific Australia Labour Mobility (PALM) and Pacific Engagement Visa (PEV) and the Australia Awards.

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

- Provide program and strategic advice to senior management to inform policy decisions on Australia's labour mobility program.
- Provide analysis, support and direction for new activity developments including developing concept documents and participate in design development missions.
- Manage implementation of Australian development cooperation programs by managing a range of contracts and financial management and monitoring and reporting processes to deliver set outcomes.
- Manage development programs, investments and activities on DFAT systems, including AidWorks in accordance with policy frameworks and guidance.
- Prepare financial estimates and program expenditure to support the accurate and timely reporting of program expenditure.
- Manage and contribute to DFAT's performance management and reporting system, including Aid Quality Checks, Aid Program Performance Reports, partner Performance Assessments and independent evaluations.
- Develop and strengthen strategic relationships across a broad range of stakeholders, including community organisations, senior and middle management, government officials, private sector representatives, international and regional organisations.
- Build and maintain strategic relationships/partnerships with the Government of Tuvalu, donor and development partners, and Australian government counterparts, and influence and support the Tuvaluan Government to drive program performance and deliver outcomes.

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- Represent the High Commission and promote Australia’s interests on relevant policy and operational issues at a range of forums, events and meetings.

Required Qualifications/Experience/Knowledge/Skills

- Relevant experience working on program/project management, financial management, contract management and/or monitoring and evaluation.
- Excellent written and verbal communication in English and Tuvaluan, and an ability to communicate effectively with a diverse range of stakeholders.
- Proven ability to work both as an individual and in a team environment.
- Qualifications in a relevant area are desirable but not mandatory.
- Developed IT skills and the willingness to learn new IT and financial systems.
- A valid Tuvaluan driver’s licence is desirable but not mandatory.