



**Australian High Commission**

**Tuvalu**

## **Applicant Information Pack**

### **Senior Program Manager, Development Cooperation**

**Applications Close: 4pm 7 September 2020**

This information pack should assist potential applicants to understand the work of the Australian High Commission in Tuvalu. It also provides details of the position and how to apply.

#### **About the Australian High Commission**

The Australian High Commission in Tuvalu opened in November 2018. The High Commissioner to Tuvalu is the official representative of the Australian Government in Tuvalu and provides a range of services to the general public. The High Commission also acts on behalf of various Australian Government authorities by representing Australia's interests to local, regional and multilateral government and business organisations in Tuvalu.

Further information about the Australian High Commission can be found on our website: [tuvalu.highcommission.gov.au](http://tuvalu.highcommission.gov.au)

#### **The Role**

The Australian High Commission is looking for an experienced, high performing development officer to manage Australia's bilateral aid program to Tuvalu. This is a varied and interesting role within the High Commission, and involves extensive liaison with key stakeholders including Australian and Tuvaluan governments, bilateral and multilateral development partners, and non-government organisations.

The position is available immediately, and after an initial three months probationary period the successful candidate may be offered a full-time and ongoing contract, subject to performance. The commencing salary is \$20,870 + TNPF contributions.

This application pack includes the following information and guidance for candidates:

- Position description
- Selection criteria
- Guidance on how to apply

## Senior Program Manager (Development Cooperation) – Funafuti

### POSITION DESCRIPTION

<b>Agency</b>	Department of Foreign Affairs and Trade
<b>Position number</b>	FNFU03
<b>Title</b>	Senior Program Manager (Development Cooperation)
<b>Classification</b>	LE7
<b>Reports to</b>	High Commissioner

#### 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 broad direction, the Senior Program Manager (Development Cooperation) will supervise staff to manage a portfolio of aid programs, and ensure the effective and efficient delivery of Australia's assistance to Tuvalu. The role provides high-level strategy, policy and program advice to senior officers in the Australian Government and to partners in Tuvalu.

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

- Manage the effective delivery of the development program with a high level of independent decision-making and accountability for compliance, financial and risk management
- Build and maintain strategic relationships/partnerships with the Government of Tuvalu, development partners, and Australian government counterparts, and influence and support the Tuvaluan Government to drive program performance
- Liaise with a wide range of partners, contractors and service providers to support high-level coordinated program planning and implementation
- Negotiate and collaborate with key partners concerning the formulation and the implementation of the program, defining objectives, forward and strategic planning, risk management, identifying innovations and program improvements
- Monitor and evaluate program performance, ensuring that monitoring and evaluation activities directly inform broader performance reporting as well as program decision-making
- Lead and coordinate the mainstreaming of cross-cutting issues through the program
- Commission, oversee and undertake research, analysis, pipeline planning, and problem solving on relevant cross-cutting issues to inform DFAT engagement

- Report on program outcomes, provide expert analysis and evidence-based advice on operational issues, strategic program direction and program planning, and draft complex correspondence, briefs and submissions
- Represent the Australian High Commission, promote policy dialogue and provide detailed advice on Australian participation at a range of local, regional and international forums, events and meetings
- Monitor and report on emerging DFAT, partner government and other agency policy developments, and maintain a thorough understanding of how issues directly relate to the multilateral and bilateral relationships between Australia and the Pacific
- Manage, review and interpret policies relevant to the program, monitor policy implementation and mitigate risks
- Provide analysis, support and direction for new activity developments including developing concept documents and participate in design development missions
- Lead and manage a small team, with effective performance management, planning and communication and assist in the recruitment and development of staff

### **Selection Criteria**

1. Tertiary qualifications in a relevant area including economics or development studies, and/or at least five years' experience in program/project management
2. Demonstrated experience in planning, implementing and evaluating development programs, and providing strategic advice on issues relating to programs
3. Excellent written and verbal communication in English and Tuvaluan, and an ability to communicate effectively with a diverse range of stakeholders
4. Demonstrated experience in supervising staff and a proven ability to manage workloads and meet deadlines with conflicting priorities
5. Experience working in a Pacific setting with an extensive knowledge and understanding of government systems and processes
6. A valid Tuvaluan driver's licence is desirable

### **HOW TO APPLY**

To apply for the position of Senior Program Manager, you will need to submit a statement in support of the application **addressing each of the selection criteria set out above**. This should be a maximum of three pages.

Applications must also include:

- A Curriculum Vitae (maximum of three pages)
- Details of two referees.

#### **Do not include copies of educational qualifications.**

Send applications to the HR Manager on [AHC.Funafuti@dfat.gov.au](mailto:AHC.Funafuti@dfat.gov.au) by 4pm Monday 7 September 2020. Late applications will not be accepted.

Applicants should be citizens of Tuvalu or hold status that permits works in Tuvalu.

The Australian High Commission is an equal opportunity employer. **The selection committee does not require personal information such as gender, age, date of birth, marital status, height or weight. We do not require a photo.**