

Locally Engaged Staff Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	0003
POSITION TITLE	Assistant Program Manager
CLASSIFICATION	LE4
SECTION	Development
REPORTS TO	First Secretary (Development) and 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 development 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.

Australia has a broad range of Official Development Assistance (ODA) programming with Tuvalu each year. Australia's development cooperation aims to support the Government of Tuvalu's priority development needs across a range of sectors, including economic governance, climate change, education, health, gender, scholarships, volunteers, and humanitarian. Australia's development cooperation is guided by [Australia's International Development Policy](#), the [Australia-Tuvalu Development Partnership Plan 2025-2030](#), and the [Falepili Union Treaty](#).

About the position

Under the general direction of the First Secretary (Development), Second Secretary (Development), and Senior Program Managers, the Assistant Program Manager will be responsible for supporting the management and administration of aid investments. Specific program responsibilities include (but are not limited to) economic governance, education, health, gender, volunteers, scholarships, humanitarian and other regional programs.

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

- Contribute to the planning, design, implementation, monitoring and review of Australian aid investments and partnership agreements.
- Support the performance and quality planning for the Australia-Tuvalu aid program, including the implementation of the Development Partnership Plan.
- Provide advice and support to program areas on monitoring and evaluation, including coordinating and participating in program reviews, and external evaluation activities.
- Support implementation of Australian development cooperation programs by supporting a range of contracting, financial management (including invoicing), and reporting processes to deliver set outcomes.
- Liaise with DFAT Canberra to obtain advice and analysis from key thematic and operational areas.
- Participate in policy discussions, and other relevant meetings, and assist in the provision of policy and program information to the Development Team and Australian High Commission leadership.

- Support the broader team to implement development programs, including engaging with stakeholders, supporting contract management, advising on risk, and providing administrative and coordination support.
- Support the representation of 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.
- Demonstrated understanding of Tuvalu's development needs.
- Proven ability work collaboratively in a team.
- Strong organisation and time management skills.
- Tertiary qualifications in a relevant field are desirable but not mandatory.
- Strong computer literacy and proficiency in Microsoft Office applications.
- A valid Tuvaluan driver's licence is desirable but not mandatory.

Selection Criteria

Please ensure you provide a response to each of the listed selection criteria below. In your response, you must include relevant high-level examples from your experience that support your claims against the role.

For more information on how to respond to selection criteria and using the STAR model to respond to selection criteria see: [3. Applying for an APS job: cracking the code | Australian Public Service Commission.](#)

The word limit is strictly 250 words per response to each selection criteria. The panel may not assess incomplete applications or responses which exceed the word limit.

- A. Provide an example that demonstrates your strong organisational skills.
- B. Provide an example of that demonstrates your project or program management experience.
- C. Provide an example that demonstrates your understanding of Tuvalu's development needs.
- D. Provide an example that demonstrates your ability to work collaboratively in a team.