

## Locally Engaged Staff Position Description

<b>AGENCY</b>	Department of Foreign Affairs and Trade
<b>POSITION NUMBER</b>	0000
<b>POSITION TITLE</b>	Senior Program Manager
<b>CLASSIFICATION</b>	LE6
<b>SECTION</b>	Development
<b>REPORTS TO</b>	First 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 limited direction of the First 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) health, gender, humanitarian, sports and media.

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

- Provide high-level program and strategic advice to senior management to inform policy decisions on Australia's development program, including health, gender, humanitarian, sports and media.
- Provide in-depth 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.
- Lead 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.



- Initiate, develop and strengthen strategic relationships across a broad range of Australia, Tuvaluan and international stakeholders, including community organisations, senior and middle management, government officials, managing contractors, 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 Government of Tuvalu to drive program performance and deliver outcomes.
- 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.
- Demonstrated understanding of Tuvalu's development needs.
- Proven ability to work both as an individual and in a team environment, including leading and managing others.
- Proven ability to operate independently, under limited direction.
- 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 ability to deliver outcomes under time pressure and manage competing priorities.
- 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 leadership and management skills.