

Senior Program Manager (Economic Governance, Infrastructure and Cross-cutting issues) – Nauru – September 2019

AGENCY	Department of Foreign Affairs & Trade
POSITION NUMBER	NU1006
POSITION TITLE	Senior Program Manager (Economic Governance, Infrastructure and Cross-cutting Issues)
CLASSIFICATION	LE6
Salary	From \$24,259 per annum
SECTION	Development
REPORTS TO (TITLE)	Deputy Head of Mission

About the Department of Foreign Affairs & Trade

The role of 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

With limited direction, the Senior Program Manager (Economic Governance, Infrastructure and Cross-cutting issues) works to established policies and procedures to manage and administer the Australian Government's engagement in the Nauru economic governance program, infrastructure sector as well as a range of regional programs. This position ensures cross-cutting issues (such as gender, disability inclusion, child protection and climate change) are included in all programs.

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

- Design and implement the development program covering public sector reform (PSR) and infrastructure, including managing and monitoring contracts for international advisors under the Pacific Technical Assistance Mechanism 2 (PACTAM2).
- Deliver and report on regional development programs that relate to economic governance, infrastructure and cross-cutting issues.
- Undertake independent research and analysis, and provide comprehensive policy advice and quality reporting on program matters and complex issues.
- Produce and deliver a range of written materials and policy advice including briefing, correspondence, proposals, presentations, speeches and minutes to inform activity progress, emerging issues and key risks.
- 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.

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- Represent and promote the interests of the Australian government at a range of forums, events and meetings, and provide advice on Australian participation, and operational and policy issues.
 - Promote the Australian development program through events, media releases and social media.
 - Manage and monitor contracts for service providers, including the management of selection processes and contractor performance issues.
 - Supervise a small team, including day-to-day management of workflow and allocation of tasks, and build team capacity through coaching, performance feedback and encouraging career development.

Selection Criteria

- At least five years' experience and/or tertiary qualifications in accounting, finance, public administration or a related discipline.
- Well-developed IT skills and experience in the use of financial management systems.
- Fluency in written and spoken English and Nauruan.
- High-level experience in program management, financial management, contract management and monitoring and evaluation is desirable.

Other requirements

- The successful candidate will need to be able to obtain satisfactory outcomes from pre-employment police and medical checks.
- A valid driver's licence with a good driving history.