

## Senior Program Manager (Education and Health) – Nauru – September 2019

<b>AGENCY</b>	Department of Foreign Affairs & Trade
<b>POSITION NUMBER</b>	NU1005
<b>POSITION TITLE</b>	Senior Program Manager (Education and Health)
<b>CLASSIFICATION</b>	LE6
<b>Salary</b>	From \$24,259 per annum
<b>SECTION</b>	Development
<b>REPORTS TO (TITLE)</b>	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 (Education and Health) works to established policies and procedures to manage and administer the Australian Government's engagement in the Nauru education and health sectors. 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 Australia's education and health development programs including scholarships and technical and vocational education and training.
- Deliver and report on regional development programs that relate to the health and education sectors, including sport-related development.
- 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.
- 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.
- Manage alumni engagement and 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.

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- 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**

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

### **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.