

Agency	Australian Federal Police
Position number	
Title	Families Free of Violence (FFOV) Program Officer
Classification	LE5
Division/Post/Section	Australian Federal Police
Reports to	AFP Families Free of Violence AFP Program Manager

About the Australian Federal Police (AFP)

The AFP's role is to enforce Commonwealth criminal law, contribute to combating organised crime and to protect Commonwealth interests from criminal activity in Australia and overseas. The AFP is Australia's international law enforcement and policing representative, and the Government's chief source of advice on policing issues. The AFP works closely with a range of other law enforcement and government agencies at state, territory, Commonwealth and international levels, enhancing safety and providing a secure regional and global environment.

About the position

The Program Officer is responsible for facilitating effective and efficient in-country management of the Australian Aid-funded Families Free of Violence (FFOV) program in partnership with the AFP Program Manager. The position is expected to provide advice and technical expertise on this aid program and will also oversee the implementation of activities led by program stakeholders.

This position works with a large number of government and non-government officials, requiring effective leadership of cross sector multi-function aid activities and management of relationships and expectations of relevant high-level program stakeholders in Tonga.

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

- Providing expert level analysis, advice and preparing complex correspondence and corporate documents, including preparing program reports, policy papers, correspondence, briefs, proposals and submissions.
- Collaborating with government and non-government program stakeholders to establish joint program initiatives, including an annual program work plan and a holistic program marketing strategy. Contribute to the DFAT and the AFP's relationships in Tonga by developing and maintaining strong external relationships.
- Managing inter-agency cross sector program initiatives including:
 - o Oversight and analysis of project outputs, aims and objectives.
 - o Review and evaluation of projects and/or programs.

- o Preparation of reports on program outcomes.
 - o Monitoring and evaluation of program outcomes and analysis of budget specifications.
 - o Coordination of use of specialist project service providers, including contractors and consultants.
- Identifying development, fraud and other program risks and work with counterparts and the AFP Program Manager to mitigate these risks.
 - Developing and managing multiple complete contracts with stakeholders and implementing partners.
 - Assisting the AFP Program Manager in day to day duties and requirements related to performance management.
 - Represent AFP and DFAT Nuku'alofa at cross-agency meetings and other forums at a national and regional level

Qualifications/Experience/Selection Criteria

- Highly developed program management skills, with supporting skills in financial management, contract management, and monitoring and evaluation.
- A sound understanding of social and political issues facing development in Tonga.
- Relevant tertiary qualifications and/or experience in family violence issues.
- Highly developed written and oral communication skills, both Tongan and English.
- Demonstrated management and leadership experience.