

## Program Manager – Nuku’alofa – April 2017

<b>Agency</b>	Department of Foreign Affairs and Trade
<b>Position Number</b>	20322
<b>Title</b>	Program Manager
<b>Classification</b>	LE5
<b>Section</b>	Development
<b>Reports to (title)</b>	Program Manager

### **About the Australian Government’s Department of Foreign Affairs and Trade (DFAT)**

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 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**

The Program Manager position supports the effective and efficient in-country implementation and management of Australia’s aid program to Tonga, through overseeing the management of aid activities, and through supporting effective partnerships with relevant stakeholders in Tonga. The position currently manages activities under the ‘Governance, Economic and Private Sector Development Reforms’ pillar of the [Aid Investment Plan](#), and is required to support the Senior Program Manager in providing advice on investments under this pillar and others as required. The position will also manage a variety of contracts and related tasks, such as the development of scope, management of tender processes and monitoring performance.

The Program Manager works as part of a small team under the direction of the Senior Program Manager. The Program Manager will undertake a range of complex program management tasks, as well as assisting with other administrative tasks.

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

- Oversee the day-to-day governance, economic and private sector development programs, including monitoring project implementation and identifying opportunities to strengthen program performance against the Australia-Tonga Aid Partnership
- Develop plans and objectives for short-term tasks of the work area and contribute to strategic planning for longer-term initiatives of the section. Monitor the quality of products and processes and adjust as necessary
- Monitor and analyse reporting from a range of partners and provide support for program monitoring and evaluation to inform preparation of briefing material and reports. Develop and maintain program risk management plans
- Manage relationships and negotiate on complex matters with multiple stakeholders including the Government of Tonga, multilateral development partners and other bilateral donors to build, strengthen and develop positive relationships. Resolve any arising issues and refer these to appropriate service channels when necessary

- Liaise with internal and external stakeholders and represent the work area in relation to policy development. Contribute to setting of the direction of work priorities and practices, and monitor work flow
- Monitor, quality assure and maintain financial transactions of multiple investments through DFAT's financial management systems. This includes processing payments and identifying financial issues
- Assist with activities related to projects, including the organisation of design missions, reviews and other events

### **Qualifications/Experience**

- Degree in or relevant experience in project management, international development or international relations or other relevant field.
- Previous experience working with the Government of Tonga, multilateral development partners or Non-Government Organisations.
- Strong organisational skills.
- Excellent oral and written communication skills.
- Strong interpersonal skills and the ability to manage stakeholders relationships.