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| **Agency** | Department of Foreign Affairs and Trade |
| **Position number** | TBD |
| **Title** | Senior Program Manager |
| **Classification** | LE7 |
| **Section** | Policy and Programs |
| **Reports to (title)** | Deputy Head of Mission |

**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 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.

The Australian High Commission represents Australia’s interests in the Kingdom of Tonga. This involves delivering an effective and high quality overseas aid program, economic, people-to-people and security partnerships, and helping Australian travellers and Australians overseas.

## About the position

Under broad direction, the Senior Program Manager is responsible for delivering Australian aid policies and programs in Tonga, through leadership and management of aid activities, and building effective partnerships with relevant stakeholders in Tonga and the region. Senior Program Managers currently lead small teams managing and providing policy advice on a portfolio of activities under the 2016-2019 **Tonga-Australia** [Aid Investment Plan](http://dfat.gov.au/geo/tonga/development-assistance/pages/development-assistance-in-tonga.aspx).

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

* Manage the effective delivery of Australia’s policies and programs in Tonga in collaboration with Australian, Tongan and international partners with a high level of independent decision-making
* Ensure DFAT’s policy requirements are met (including cross-cutting policies such as gender, child‑protection and climate change), undertake financial and quality assurance, and support alignment with Government of Tonga policies
* Commission, oversee and undertake research, analysis, pipeline planning, and problem solving on relevant issues (for example **governance, economic, private sector development reforms, skills, climate change or gender) to inform DFAT engagement**
* Report on program outcomes, provide expert and evidence-based advice and draft or provide significant English language written input to DFAT policy, reporting, complex correspondence, briefs and submissions (including for the Head of Mission, Minister(s), DFAT Executive and Australian delegations) on a wide range of matters relevant to Australia’s work in Tonga
* Identify development, fraud and other program risks and engage with counterparts and the Deputy High Commissioner to manage and mitigate these risks
* Monitor and report on emerging DFAT, partner government and other agency policy developments, and maintain a thorough understanding of how issues directly relate to the multilateral and bilateral relationships between Australia and the Pacific
* Contribute to DFAT’s relationships in Tonga by developing and maintaining strong external relationships with relevant senior Tongan Government officials, development partners and other stakeholders
* Negotiate and collaborate with senior Tongan Government officials and other bilateral / multilateral development partners on formulating, developing and implementing aid activities, and influence and support the Tongan Government to drive performance and value for money for these programs
* Set the strategic framework for performance management within a small team through effective business planning, communications, and providing performance feedback for program managers
* Represent the Australian High Commission, promote policy dialogue and provide detailed advice on Australian participation at a range of national and regional forums and meetings

**Qualifications/Experience**

* Relevant tertiary qualifications
* At least five years of program/project management experience, with supporting skills in finance management, contract management, and monitoring and evaluation
* A sound understanding of the economic, political, and social issues facing development in Tonga, and the work of the Australian aid program
* Excellent people skills including management and leadership experience, and the ability to build effective working relationships with a diverse and cross-cultural set of stakeholders (externally and internally)
* Ability, maturity and confidence to drive work forward with minimal input from supervisors
* Highly developed and influential English language communication skills (written and oral) that support decision-making, advocacy, coalition-building and public diplomacy
* Flexibility to adjust to new areas of policy or program focus as needed
* Tongan language skills are desirable