

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	NU1001
POSITION TITLE	Assistant Program Manager
CLASSIFICATION	LE4
SECTION	Development
REPORTS TO (TITLE)	First Secretary, Economic Governance & Infrastructure

About the Department of Foreign Affairs and Trade (DFAT)

DFAT's role is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and highquality overseas development program and helping Australian travellers and Australians overseas.

DFAT 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

Under general direction, the Assistant Program Manager works within a small team responsible for managing and administering Australia's development program in Nauru, including regional programs. The position supports the delivery of the development program, together with implementing partners, and undertakes a range of moderately complex program management and administration tasks.

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

- Manage less complex program initiatives and contracts in Nauru under direction from senior staff.
- Ensure compliance with all mandated business processes, including financial management, contract management, risk, fraud, procurement and quality assurance.
- Oversee the management of financial and contractual matters, including expenditure tracking, forward estimates, certifying payments, contract administration and updated record keeping.
- Ensure accurate, up-to-date activity data is recorded on DFAT systems, including AidWorks.
- Assist with the preparation for, and participate in, visits and meetings with development partners.
- Build and develop strong and productive relationships with key officials in the Governments of Australia and Nauru, and external stakeholders.
- Prepare and update guidelines, policies and correspondence and assist with the day-to-day administration of the Australian development program.

Qualifications/Experience

- Proven work experience with bilateral or multilateral funded projects, including contracting, financial management, monitoring, evaluation and reporting of activities.
- Fluency in written and spoken English (required) and Nauruan (desirable).
- Well-developed IT skills.
- Clean and current Nauru driver's licence and willingness to drive High Commission vehicles.