

Senior Program Manager (Education and Regional Programs) – Nauru - May 2019

Agency	Department of Foreign Affairs and Trade, Australian High Commission
Position Number	NU1005
Title	Senior Program Manager (Education and Regional Programs)
Classification	LE6
Salary	AUD21,659 per annum
Reports to	Deputy Head of Mission

About the Department of Foreign Affairs and Trade (DFAT)

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 role

Under limited direction, the Senior Program Manager (Education and Regional Programs) will be responsible for the management and administration of the Australian Government's engagement in the Nauru education sector, and across a range of regional programs.

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

- Provide expertise on the design and implementation of Australia's education development program including scholarships, and technical and vocational education and training
- Deliver and report on regional development programs including sport-related development and the BRIDGE Program.
- Ensure cross-cutting issues are included in programming and reporting (gender, disability inclusion, child protection and climate change).
- Oversee the delivery of Australia's step-up objectives including in labour mobility, regional security and economic integration.
- Undertake independent research and analysis, and provide comprehensive policy advice and quality reporting on program matters and complex issues.
- Prepare high quality written reports, briefings and discussion papers to inform activity progress, investment activities and emerging issues.
- Develop and maintain constructive relationships with stakeholders in Nauru, Australia, regional offices, and other donor representatives, in support of Australia's development program.
- Represent and promote the interests of the section 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.
- Manage the ongoing review of program effectiveness, including coordination of the annual aid quality assurance checks.

Senior Program Manager (Education and Regional Programs) – Nauru - May 2019

- 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

- Postgraduate qualifications in education, public administration or a related discipline; at least ten years' experience in progressively senior roles would be an advantage.
- High-level experience in program management, financial management, contract management, and monitoring and evaluation is preferred.
- Ability to work independently with minimal direction and manage a small team.
- Strong organisational and time management skills and the ability to handle and prioritise multiple tasks whilst maintaining attention to detail.
- Well-developed IT skills and experience in the use of financial management systems
- Fluency in written and spoken English and Nauruan.

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.