

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	NU1002
POSITION TITLE	Program Manager
CLASSIFICATION	LE5
SECTION	Development
REPORTS TO (TITLE)	First Secretary (Policy)

About the Department of Foreign Affairs and Trade (DFAT)

The Department of Foreign Affairs and Trade (DFAT) advances 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 Australians overseas. DFAT provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian Government agencies to pursue global, regional and bilateral interests.

Under the Australia-Nauru Aid Partnership Arrangement, the governments of Australia and Nauru are working together to improve economic growth opportunities and reduce poverty in Nauru. The three priorities of Australia's aid to Nauru are: improving public sector management; investing in nation building infrastructure; and supporting human development, with a particular focus on health and education.

About the position

The position contributes to building stronger linkages between Australia and Nauru and will work to advance development priorities in the education, health, governance and/or infrastructure sectors. Under general direction, the Program Manager works to established policies and procedures to manage and administer Australia's aid program in Nauru. Specific program responsibilities will be determined based on the successful candidate's training and experience.

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

- Support implementation of Australian development cooperation programs by managing a range of contracts and financial management, monitoring and reporting processes.
- Maintain relationships across a broad range of stakeholders, including government officials and international and regional organisations.
- Prepare financial estimates and program expenditure.
- Oversee and manage accurate, up-to-date activity data on DFAT aid management and other systems.
- Assist with preparation for and participation in programming meetings with development partners.
- Assist with developing and managing risk register for each program.

Qualifications/Experience

- Relevant experience working projects, programs and/or financial management.
- Tertiary qualifications would be an advantage.
- Well-developed IT skills and experience in the use of financial management systems.
- Fluency in written and spoken English (required) and Nauruan (desirable).