

Senior Program Manager – AHC Nauru – September 2025

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	NU1006
POSITION TITLE	Senior Program Manager
CLASSIFICATION	LE6
SALARY RANGE	\$26,803.00 to \$29,021.00
SECTION	Development
REPORTS TO (TITLE)	First Secretary – Development

Australian High Commission – Nauru

Ata amin bwini: We are family

Australia's Department of Foreign Affairs and Trade (DFAT) advances the interests of Australia and Australians internationally including through strong relationships with foreign countries. This involves strengthening shared security goals, enhancing prosperity, delivering effective and high-quality international assistance, helping Australians overseas, providing foreign, trade and development policy advice to the Australian Government, and working with other Australian Government agencies.


Under the Australia-Nauru Aid Partnership Arrangement, the Australian and Nauruan Governments work together to improve economic growth opportunities and reduce poverty in Nauru. This includes through improving public sector management; investing in nation building infrastructure; and supporting human development, with a particular focus on health and education. We are delivering commitments to a bilateral relationship further elevated by the Nauru-Australia Treaty: "Ata amin bwini: We are family".

About the position

The position contributes to stronger linkages between Australia and Nauru, working to advance development priorities in priority sectors. The Senior Program Manager will work to policies and procedures to develop, manage and administer Australia's aid partnership programs in Nauru. Specific program responsibilities will be determined based on priorities of the Australian High Commission and the successful candidate's training and experience.

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

- Oversee Australian development cooperation program implementation by managing contracts, finances, monitoring and reporting
- Ensure up to date knowledge of and compliance with legislative, financial and administrative frameworks, government/post decision-making processes and post guidelines and regulations
- Ensure up to date activity data on DFAT systems, including Aidworks
- Estimate program finances and expenditure
- Manage and contribute to official and partnership program visits and meetings which effectively deliver Australia's commitments in Nauru
- Contribute to performance management and reporting: including Aid Quality Checks, Aid Program Performance Reports, partner Performance Assessments and independent evaluations
- Coach and mentor junior staff, including in contracts, financial management and monitoring and reporting.

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- Produce and deliver written materials including briefing, correspondence, proposals, presentations, speeches and minutes reporting program progress, issues and risks.
 - Develop and strengthen strategic relationships across broad stakeholders, including community organisations, government officials, private sector representatives, international and regional organisations.
 - Represent Australian Government interests at a range of forums and support development program promotion through media releases and social media.

Qualifications/Experience

- Relevant experience includes program or project management, financial management, contract management and/or monitoring and evaluation.
- Tertiary qualifications would be an advantage.
- Well-developed core IT skills; experience in financial systems is desirable.
- Strong written and verbal communication skills
- Fluency in written and spoken English (required) and Nauruan (desirable).