LES Position Description

AGENCY	DFAT
POSITION NUMBER	PH1002
POSITION TITLE	Assistant Program Manager
CLASSIFICATION	LE4
SECTION	Development & Public Diplomacy
REPORTS TO (TITLE)	Second Secretary & Consul

About The Department of Foreign Affairs and Trade (Amend for each agency)

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.

About the position

The Assistant Program Manager supports the management, administration, monitoring and evaluation of Australia's Development Program in the Federated States of Micronesia, with a particular focus on the Australia Awards Scholarships and Direct Aid Program. The position works with the Second Secretary and other Embassy staff to support effective delivery of development activities and contributes to the Embassy's public diplomacy activities.

Key responsibilities of the position include but are not limited to:

- Assist in managing Australia's Development Program, specifically leading on management of the Australia Awards Scholarship and Direct Aid Program.
- Preparing finance reports and contracts for development activities and assist the Second Secretary and Senior Program Manager with monitoring and evaluation associated with annual reporting.
- Support team awareness and application of financial, procurement, risk management and fraud control requirements across development projects and initiatives.
- Establish and maintain productive relationships with key counterparts and stakeholders across national and state governments, NGOs, community groups, scholarship and DAP recipients.
- Coordinate and prepare appropriate briefings, presentations and speeches on the Australia Awards Scholarship program and Direct Aid Program in the Federated States of Micronesia.
- Maintain engagement with and manage the scholarship alumni network, including organising events and producing content for social media.
- Assist the Public Diplomacy Officer to deliver the Embassy's public diplomacy strategy, activities and promotional materials and articles.

Required Qualifications/Experience/Knowledge/Skills

- A two-year associate degree or at least two years of relevant experience in program, contract or financial management is required.
- Experience working in government, a non-government organisation, international organisation, foreign embassy or corporation is desirable.

- Demonstrated high level organisational and time management skills, including the ability to ability to set priorities, use initiative and respond to challenges.
- Demonstrated written and verbal communication skills in English are required, including the ability to engage effectively with a range of stakeholders.
- Demonstrated ability to use and learn new IT systems and software packages, including, Microsoft365 applications (Teams, Word, Excel, etc.) is essential.