



Program Manager Human Development

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	SUV025
POSITION TITLE	Program Manager Human Development
CLASSIFICATION	LE6
DIVISION/POST/SECTION	Suva
REPORTS TO (TITLE)	Senior Program Manager
CONTRACT TYPE	Ongoing

About the Department of Foreign Affairs and Trade

The role of the Australian High Commission through 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 development cooperation program, and helping Australian travellers and Australians overseas.


The department provides foreign, trade and development policy advice to the Australian Government and 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 Program Manager Human Development will manage a range of activities and functions relating to Australia's human development program in Fiji and the Pacific region, including strategic planning, program designs, program management, monitoring and evaluation and reporting. The position will liaise with Fiji and other Pacific government counterparts, regional organisations, implementing partners and donors, as well as DFAT Canberra and other DFAT posts across the region.

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

- Manage, monitor and evaluate the performance of human development activities to deliver key outcomes through effective contract, grant, budget and risk management.
- Develop quality reporting and provide high-level technical advice and input to policy development and implementation, and to the strategic direction and planning of the human development program.
- Build and maintain strategic relationships with a broad range of stakeholders and key partners to advance Australia's commitment to human development in the Pacific. Identify stakeholder needs and shared interests and manage sensitive issues.
- Identify and deliver of public diplomacy opportunities, including social media opportunities and events, and support high level visits from Australian officials.

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- Prepare high-quality, policy papers, briefs, submissions, speeches and correspondence as required, and assist with strategic planning and drafting of country strategies.
 - Build and maintain liaison with DFAT Canberra, and other Pacific Posts to clarify human development policy and program issues – as relevant across the education, health and GEDSI sectors – and improve coordination.
 - Using local knowledge and expertise, provide advice to A-based officers and Canberra based staff on localisation and inclusion, including how best to include local voices to inform the program.

Qualifications/Skills/Experience

- Relevant tertiary qualifications in arts, education, gender, international development is desirable
- Minimum 5 years work experience in a relevant field.
- Demonstrated program management experience.
- Excellent communication and interpersonal skills, and the ability to engage with stakeholders at all levels including government, Pacific regional organisations, multilateral organisations and civil society organisations.
- Excellent written skills, including briefing and report writing capabilities.
- Knowledge of human development issues in the Pacific region an advantage.