

## LES Position Description

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| <b>AGENCY</b>             | Department of Foreign Affairs and Trade          |
| <b>POSITION NUMBER</b>    | SUV043   |
| <b>POSITION TITLE</b>     | Assistant Program Manager, Australia Awards      |
| <b>CLASSIFICATION</b>     | LE5  |
| <b>SECTION</b>            | Australia Awards                                 |
| <b>REPORTS TO (TITLE)</b> | SUV042 - Senior Program Manager Australia Awards |

### About The Department of Foreign Affairs and Trade

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

Under general direction, the Assistant Program Manager, Australia Awards supports the Senior Program Manager to administer the outsourced components of the Fiji Australia Awards program and manages the operational level scholarship cycle for the Awards program. This includes promoting the Awards program, undertaking assessment and selection, student management, monitoring and evaluation and reporting requirements in line with agreed outputs for the program.

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

- Provide high-quality advice and guidance to a variety of stakeholders on the Awards program, including on student management and monitoring activities and resolution of problems.
- Maintain activity data on aid program systems, manage financial data in accordance with DFAT policies and procedures and provide budgetary advice to senior staff.
- Review and certify contractor's invoices.
- Draft and contribute to the preparation of public diplomacy materials.
- Represent the Australian High Commission in liaison and negotiation on Australia Awards operational issues. Liaise with relevant counterpart contacts such as partner government officials, contractors, consultants, key development partners, non-government organisations and the private sector.
- Co-ordinate and arrange formal meetings, events, committee, working groups and provide administrative support to the Awards program activities as appropriate.
- Undertake, or coordinate, monitoring and evaluation activities, and ensure that monitoring and evaluation information informs program decision-making and broader results reporting.
- As required, support the Australia Awards Pacific Scholarships Program in undertaking key activities relating to program improvement including policy input.
- Provide logistical support for the delivery of visit programs for Ministers, senior officials, and other VIPs, including the provision of written and in-person briefings.



### Required Qualifications/Experience/Knowledge/Skills

- Relevant tertiary qualifications in development, human resources planning, or management.
- Proven extensive working experience in higher education administration.
- Sound understanding of scholarship programs and Fiji labour market needs.
- Excellent writing and verbal skills.
- Proficient use of MS Desktop applications - particularly Excel.
- Highly effective relationship management, liaison, representational and interpersonal communication skills, including in dealing with both internal and external stakeholders.
- A self-starter with strong organisational skills, and the ability to plan, prioritise, and implement tasks with reasonable autonomy in a busy work environment.