



Program Manager, Humanitarian

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	SUV113
POSITION TITLE	Program Manager, Humanitarian
CLASSIFICATION	LE6
DIVISION/POST/SECTION	Suva
REPORTS TO (TITLE)	Counsellor, Infrastructure & Climate Resilience
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

Working under limited direction, the Program Manager, Humanitarian will undertake a range of activities and functions relating to Australia's humanitarian support in Fiji and across the region, including program management of DFAT's Pacific Humanitarian Warehouse Program. The position will liaise with Fijian and other Pacific government counterparts, regional organisations, implementing partners and donors, as well as DFAT Canberra and other DFAT posts across the region. It will also assist in humanitarian strategic planning, program and project management and policy development, and assist in disaster response when required.

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

- Build and maintain strategic relationships with key partners to advance Australia's commitment to humanitarian action and disaster resilience in the Pacific. Identify stakeholder needs and shared interests and manage sensitive issues.
- Provide in-country support for contract management, budget management, risk management and administration of regional humanitarian investments, with a focus on the Pacific Humanitarian Warehousing Program.
- Build and maintain liaison with DFAT Canberra and other posts to clarify humanitarian policy and program issues.

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- Contribute to day-to-day management and implementation of Australia's bilateral preparedness and response programs in Fiji.
 - Manage, monitor, and evaluate the performance of programs, providing advice and guidance to ensure key outcomes are delivered.
 - Assist in strategic planning, drafting country strategies, policy papers, briefs, submissions and correspondence as required.
 - Identify and deliver on public diplomacy opportunities, including social media opportunities and events, and support high level visits from Australian officials.
 - 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 programs.
 - Assist in disaster response activities as required.

Qualifications/Experience/Skills

- Tertiary qualifications in a relevant field such as arts, environment, resilience, climate change or similar are desirable
- Minimum 5 years work experience in a relevant field essential
- Demonstrated program management experience essential
- 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 the Pacific region an advantage.