



## Program Manager Climate Change

<b>AGENCY</b>	Department of Foreign Affairs and Trade
<b>POSITION NUMBER</b>	SUV026
<b>POSITION TITLE</b>	Program Manager Climate Change
<b>CLASSIFICATION</b>	LE6
<b>DIVISION/POST/SECTION</b>	Suva
<b>REPORTS TO (TITLE)</b>	First Secretary (Climate Change)
<b>CONTRACT TYPE</b>	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 Climate Change will manage a range of bilateral and regional climate change programs, including implementation of key Australian environment, climate change and sustainable development policies and initiatives. The position will liaise with Fijian and other Pacific government counterparts, regional organisations, implementing partners, donors, as well as DFAT Canberra, other posts and other Australian Government departments and agencies. The position will provide oversight and support coordination of Australia's regional and global climate change funding being implemented in Fiji.

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

- Establish and maintain networks and strategic relationships with key partners and stakeholders in the Pacific in relation to climate change programs including regional body secretariats, government officials, civil society organisations, private sector, international organisations and diplomatic missions
- Provide high level technical advice and input to policy development and implementation, and to the strategic direction and planning of the annual work program including identifying priorities and resource requirements
- Manage, monitor and evaluate the performance of the programs and provide strategic and risk management advice and guidance to deliver key outcomes

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- Manage complex contracts and monitor partner performance in line with contractual obligations and DFAT's Aid Programming Guide.
  - Prepare high-quality, evidence-based briefings, reports, speeches and talking points as required, and assist with strategies, policy papers, complex correspondence and submissions.
  - Maintain liaison with DFAT Canberra, other posts and other Australian government departments and agencies to clarify operational and policy issues/requirements and improve coordination
  - Provide oversight and support coordination of Australia's regional and global climate change funding being implemented in Fiji
  - Represent DFAT at meetings, conferences and seminars

### **Qualifications/Skills/Experience**

- Program management experience including design, implementation, financial and contractual management, monitoring and evaluation is essential.
- Minimum 5 years work experience in a relevant sector.
- Excellent communication and interpersonal skills, including briefing and report writing capabilities, and the ability to engage with stakeholders at all levels including government, Pacific regional organisations, multilateral organisations and civil society organisations.
- Tertiary qualifications in a relevant field such as environment, resilience or climate change preferred