**Program Manager – Apia – September 2025**

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| **AGENCY** | **Department of Foreign Affairs & Trade** |
| **POSITION NUMBER** | AP021 |
| **POSITION TITLE** | Program Manager – Labour Mobility, Skills and Private Sector |
| **CLASSIFICATION** | LE6 |
| **SECTION** | Australian High Commission, Apia |
| **REPORTS TO (TITLE)** | Second Secretary  |

**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.



DFAT 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 role**

The Australian High Commission requires an energetic and talented individual to fill the Program Manager role leading policy engagement on the Pacific Australia Labour Mobility (PALM) scheme. Under broad direction, the Program Manager will engage with the Government of Samoa and the Pacific Labour Mobility Support Program to maximise the inclusive economic growth and social development outcomes of the scheme. The role will also monitor and advise on policy developments to ensure the scheme remains mutually beneficial for Samoa and Australia.

The Program Manager will also lead on engagement on skills, the private sector and agriculture in Samoa, including oversight of regional and bilateral programs such as the Pacific Australia Skills program, the Market Development Facility, United Nations Capital Development Fund, Pacific Horticultural and Agricultural Market Access Plus and the Samoa Agribusiness Support Project.

The role will develop and strengthen relationships with the Samoan Labour Employment Export Programme, Samoan government officials, Australian development contractors and the private sector.

**The key responsibilities of this position include, but are not limited to:**

* Work with the Government of Samoa and relevant stakeholders to ensure the successful implementation of the PALM scheme and Pacific Australia Skills program.
* Maintain oversight of in-country PALM operations, and domestic developments affecting Samoa’s labour mobility policy settings.
* Liaise and negotiate with the Samoan Government, the Pacific Labour Mobility Support Program and the Office of the Pacific (DFAT Canberra) to help shape Australia’s labour mobility priorities and approach in Samoa, including to shape our development assistance through PALM.
* Manage complex and sensitive cases relating to PALM workers based in Australia.
* Initiate, develop and strengthen strategic relationships, negotiate and liaise across a broad range of stakeholders to build local networks, identify potential partnerships and build post’s understanding of the local business environment.
* Provide strategic advice and input into country strategies, policy papers, correspondence, briefs and submissions on a wide range of matters relevant to the PALM scheme, Pacific Australia Skills, private sector development and agriculture.
* Act as the Samoa liaison for regionally managed private sector programs, including the Private Sector Development Initiative, PACER Plus Implementation Unit, PHAMA Plus and Market Development Facility.
* Provide in-depth analysis and reporting on key state-owned enterprises, such as Samoa Airways, and in key industries, such as tourism and aviation.
* Draft and contribute to a range of high-quality correspondence and corporate documentation, including briefs, proposal papers, submissions and speeches.
* Coordinate and manage risk registers for the program to identify development, fraud and other program risks and work with counterparts and the Deputy Head of Mission to manage and resolve these risks.
* Represent and promote the interests of the High Commission at events, forums and meetings at the national and international level, and provide expert advice on key policy issues and challenges.

**Our ideal candidate**

We are seeking an experienced and motivated person to fill this important Program Manager role. The ideal candidate will have:

* Highly developed interpersonal skills, including excellent verbal and written communication skills in English and Samoan
* The ability to evaluate and manage program risks along with identifying innovations and program improvements
* Ability to operate effectively within and across teams
* Demonstrated ability to establish and maintain constructive working relationships, and represent the AHC at the national and international level
* An understanding of the economic, political and social issues facing development in Samoa would be highly regarded
* Relevant experience working in the private sector, or engaging with the private sector in Samoa
* Experience with the Australian Government aid program (particularly the PALM Scheme and Pacific Australia Skills program) and contract management systems would be highly regarded.

**HOW TO APPLY**

Applications should comprise of three components:

* A Curriculum Vitae outlining personal details, relevant work experience, educational qualifications and skills (maximum two pages),
* Contact details for two referees,
* One-page pitch (up to 500 words).

Your one-page pitch (up to 500 words) is a chance to tell us why you are the right person for the job. We want to know why you want to work at the Australian High Commission, why you are interested in the role, what you can offer us, and how your skills, experience, knowledge and qualifications are applicable to the role. In a nutshell – why should we hire you?

Applications are to be submitted via email to apia.recruitment@dfat.gov.au by **17 October 2025.**