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| **AGENCY** | Department of Foreign Affairs and Trade (DFAT) |
| **SECTION** | Development |
| **LOCATION** | Australian High Commission, Apia |
| **AP001** | AP001 |
| **POSITION TITLE** | Program Manager – Education and Humanitarian |
| **CLASSIFICATION** | LE6 |
| **VACANCY TYPE** | Permanent/ Non-going (2 years) |
| **EMPLOYMENT TYPE** | Full-time/Part-Time |
| **REPORTS TO (TITLE)** | Senior Program Manager – Human Development and Health |

**WHAT WE DO**

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.

**THE OPPORTUNITY**

The Australian High Commission is seeking an energetic and talented person to fill the role of Program Manager – Education to manage education and humanitarian partnerships as part of Australia’s development partnership with Samoa. This includes program management and strategic advice.

The role will also play a strategic role in support of education components of the TAUTUA partnership, and any future education investments, including performance monitoring and evaluation. Under broad direction of the Senior Program Manager, the position will provide strategic support and maintain risk management systems ensuring high levels of data quality and information accuracy are maintained.

The role may also provide broader support for other sectoral programs at times, including health, gender and social inclusion. The role will also manage Post’s equities in regional education investments.

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

* Provide strategic and program advice across the education and broader human development portfolio, including the TAUTUA partnership and future education sector support.
* Work with sector specialists, staff in Canberra, the Samoan Government and other development partners to contribute to strategic objectives.
* Contribute to strategy development and policy engagement for Australia’s partnership in the Education sector. Direct DFAT’s input into the implementation of its programming and provide tactical advice and expertise to deliver key education development outcomes.
* Support policy engagement and programming for Australia’s partnerships with the humanitarian sector in Samoa.
* Maintain awareness of relevant national and international policies to inform advice and policy engagement. Similarly, maintain awareness of government and other donor programs in the education sector, and identify links and synergies with DFAT funded activities in Samoa.
* Manage and monitor the delivery of complex development programs in Samoa, and ensure that programs meet government policies and objectives, and financial and quality assurance criteria.
* Prepare high quality monitoring reports across the education sector, including identifying and implementing innovations and program improvements.
* Oversee funding arrangement administration, the resolution of problems, the management of contract variations and amendments, and maintenance of records to ensure the Australian Government meets its obligations.
* Commission, coordinate and undertake research, analysis and problem solving on relevant education related issues, considering both innovative and best practice approaches to education-related strategy and outcomes.
* Prepare a range of high-quality correspondence and corporate documentation, including briefs, proposal papers, submissions and speeches.
* Maintain risk registers for education and humanitarian programs to identify and manage development, fraud and other program risks.
* Anticipate emerging issues and represent and advocate agency view at cross-agency meetings and other forums.
* Contribute to the High Commission’s relationships in Samoa by developing and maintaining constructive working relationships with stakeholders.
* Represent and promote the interests of the High Commission at events, forums and meetings at the national and international level.
* Managerial responsibilities may be required.

**ESSENTIAL QUALIFICATIONS AND EXPERIENCE**

The Program Manager will undertake work that is complex in nature and operate under limited direction. You will work independently and exercise reasonable autonomy and accountability in managing several of DFAT’s development programs. You will demonstrate good judgement and decision-making to produce quality communications and policy and program advice across DFAT’s programs and interests in the education sector. You will develop and support key internal and external stakeholder relationships.

The ideal candidate will have:

* Experience in managing and monitoring the design, implementation and evaluation of complex aid investments in education or related human development fields
* Highly developed interpersonal skills, including excellent oral and written communication skills in English and Samoan
* Strong leadership and team management experience
* The ability to manage program risks along with identifying innovations and program improvements
* 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
* Experience with Australian Government aid project and contract management systems would be highly regarded.
* High level of integrity, professional and personal ethics

**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 1000 words).

Your one-page pitch (up to 1000 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](mailto:apia.recruitment@dfat.gov.au) by   
**5.00pm 6 June 2025**.