



Position Description

CLASSIFICATION	LE 4
POSITION TITLE	Assistant Program Manager
POSITION NUMBER	TBD
VACANCY TYPE	Non-ongoing – Fixed Term (2 years) / Ongoing
EMPLOYMENT TYPE	Full-time
LOCATION	Australian High Commission, Apia
REPORTS TO (TITLE)	Senior Program Manager

About the Department of Foreign Affairs & 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


The Australian High Commission is seeking an energetic and talented person to fill the role of Assistant Program Manager to support the implementation of the Australia Awards program and assist with the coordination of Australia's TAUTUA: Human Development for all partnership with Samoa. Under limited direction, the role is responsible for supporting the mobilisation and demobilisation of current and new Australia Award and Australia Award Pacific students. The role will play a central role in coordinating the selection and onboarding of students in accordance with Australia's legislative, financial and administrative frameworks and policy requirements.

The role will play a proactive coordination role in support of the TAUTUA partnership, 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 in education, gender and social inclusion.

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

- Provide coordination and administrative support across the human development portfolio, including the TAUTUA partnership and Australia Award scholarships program.
- Plan, implement and assess performance and quality assurance processes required for effective program management.
- Identify development fraud and other program risks, prepare detailed summary reports and manage these risks with counterparts, the Senior Program Manager and Deputy Head of Mission.
- Undertake timely research and analysis on program matters.

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- Contribute to strategic planning for the sector and coordinate technical inputs across Post and Canberra to support program implementation.
 - Represent and promote the interests of the program at some forums, events and meetings, and report on program outcomes.
 - Develop, maintain, and strengthen internal and external relationships with key stakeholders, including Samoan government officials and other development partners.
 - Manage the selection and mobilisation processes for new Australia Award and Australia Award Pacific students.
 - Maintain regular contact with Samoan scholarship students in Australia and the region, including being first point of contact for students.
 - Support the Program Manager in consultations with Samoan Government on scholarships approach and priority disciplines.
 - Monitor and report monthly on scholarship mobilisations, completions, and issues.
 - Provide high quality strategic support to the scholarship program, including engagement and management of the Alumni network.
 - Perform other duties and back up as required.

Qualifications/Experience

- Highly developed interpersonal skills, including excellent oral 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.
- 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 international development and an understanding of the economic, political, and social issues facing development in Samoa.

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 750 words).

Your one-page pitch 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 **5.00pm 14 March 2024**.