



Position Description

Classification	LE 4
Position title	Corporate Manager (Development)
Position availability	ASAP
Expected length of vacancy	24 months
Employment type	Full-time
Location	Australian High Commission, Apia

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 in Samoa implements a AUD29m bilateral development program that supports the Government of Samoa in a number of areas, including health, education, governance, scholarships, infrastructure and social inclusion. This bilateral support is in addition to a growing portfolio of regional and global initiatives.

The Corporate Manager (Development) will proactively manage the corporate and budgetary aspects of the Australian Development program under limited direction. They will support the Australian High Commission (AHC) management team, and will be expected to take a strategic, critical and proactive approach to their role. The Corporate Manager (Development) will have oversight, and lead on, administration of Aidworks, DFAT's IT system for administering the Australian aid program. Aidworks incorporates program planning; budget and financial management; procurement; and implementation of agreements features. (The successful applicant will receive training on Aidworks). The position will be responsible for ensuring the development program is able to meet end of financial year and broader aid transparency obligations, and support the AHC management team make strategic decisions about the development program by preparing high quality analysis drawing on Aidworks data.

The position will also support arrangements for AHC stakeholder engagements, including assisting with event and meeting planning.

The position will develop a strong understanding of relevant governance and regulatory frameworks that pertain to Australian aid spending, management, and procurement, including the Public Governance, Performance and Accountability Act 2013. The role will be proactive in developing and maintaining risk management systems for the aid program and ensuring high levels of data quality and information accuracy are maintained throughout the aid program. They will organise training where appropriate for the team, to ensure program manager skills and knowledge are up to date and being applied.



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

- Working closely with the senior management team, provide high-level and strategic management and reporting on the Australian development budget.
- Build and maintain knowledge of key legislation, governance and regulations that apply to the Australian Aid Program, such as the Public Governance, Performance and Accountability Act 2013, and ensure compliance across the portfolio.
- Lead on budget management, including providing regular projections and ensuring high levels of data quality and information accuracy are maintained.
- Lead the development team in the use of the Aidworks system, including providing training and mentoring where appropriate.
- Lead risk management process for the development program, including working with program managers to ensure risk registers are maintained and up to date
- Coordinate and facilitate training and mentoring for program staff in financial, budget, contract and risk management
- Develop and maintain relations with key aid coordination stakeholders in Canberra, Ministry of Finance and Ministry of Foreign Affairs and Trade in order to facilitate information and reporting.
- Provide support and assistance to key AHC functions as required, including performance and quality reporting, electronic file and archive administration and event management
- Other roles and responsibilities may include providing senior secretariat support to aid governance and coordination mechanisms.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- Highly developed written and oral communication skills in both Samoan and English.
- Previous experience managing large (ideally development) budgets and contracts.
- Demonstrated skills and experience in engaging with organisational and financial risk.
- Demonstrated ability to be proactive, prioritise, think strategically, and apply judgement and innovation to achieve results.
- Ability to interrogate and critically analyse data and report, including financial projections.
- Ability to operate effectively within a team and across teams.
- Experience working with the budget and financial management software systems.

Desirable

- Accounting and/or financial management qualifications would be highly regarded.
- Relevant undergraduate qualification
- International work experience.
- Experience with multi-stakeholder partnerships.



HOW TO APPLY

Applications should comprise of four 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)
- Include salary expectation range.

Your one-page pitch (up to 750 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 **5.00pm 20 September 2024**.