

Position Description – Program Manager (LE5)

Agency	Department of Foreign Affairs and Trade - Australian Embassy Phnom Penh
Position Number	PPDFAT38
Title	Program Manager
Classification	LE5
Section	Department of Foreign Affairs and Trade - Policy Section
Reports to (title)	Second Secretary (Political)

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.

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 Program Manager will work in the team responsible for DFAT's aid program in the health, law and justice, ending violence against women and disability support sectors.

Key responsibilities

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

- Manage aid programs: ensure compliance with all DFAT aid program management and quality processes, including risk and fraud prevention and control; prepare aid quality reports; ensure proper records management; and effectively manage program(s) throughout the different stages of the aid program cycle (design, implementation, and monitoring and evaluation)
- Manage contracts and grants, including draft contracts and grants; manage contract and grant clearance; manage procurement processes; monitor and manage contract performance; address contractor performance issues; and prepare contractor performance assessments
- Manage, analyse and report on financial information, including: manage finances on AidWorks (DFAT's aid management system); reconcile invoices; certify payments; and develop and monitor budgets and expenditure
- Develop and maintain relationships with internal and external stakeholders, including Cambodian Government counterparts; managing contractors, NGOs, multilateral organisations; and Australian whole-of-government agencies. The Program Manager will be expected to represent the Australian Embassy at meetings, conferences, seminars and other program related events

- Draft a range of documents, including briefing papers, minutes and talking points for the Head of Mission and Deputy Head of Mission; social media material; media releases; and aid quality reports
- Monitor and keep abreast of issues in sector(s) of responsibility, including activities of the Cambodian Government and other donors.

Qualifications/Experience

- Strong English (an IELTS score of at least 6.5, or equivalent) and Khmer communication skills. English skills will be tested at interview
- Tertiary qualifications. We are seeking a highly motivated and experienced professional and will consider a diverse range of applicants
- Experience in managing aid programs.