

## Senior Program Manager – Phnom Penh – November 2024

<b>AGENCY</b>	Department of Foreign Affairs and Trade
<b>POSITION NUMBER</b>	PPDFAT34
<b>POSITION TITLE</b>	Senior Program Manager
<b>CLASSIFICATION</b>	LE6
<b>SECTION</b>	DFAT Development
<b>REPORTS TO (TITLE)</b>	First Secretary, Development Cooperation

### 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

Under limited direction, the Senior Program Manager will undertake work that is complex in nature and manages significant parts of Australia's development cooperation program in Cambodia. This involves working with local partners to implement, monitor and evaluate development activities, the maintenance of relationships with key stakeholders, the provision of policy advice and reporting, and the facilitation of donor harmonisation activities.

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

- Manage the design, implementation and monitoring of Australia's social inclusion and human development programs and activities including monitoring progress, managing relationships, program performance, contract management, risk management, financial and budget oversight, and reporting
- Provide analysis and strategic advice on social inclusion, public service delivery and social policy reforms to inform the direction of Australia's social inclusion and human development programs.
- Build and maintain a strong networks with counterparts on social inclusion and human development across the Royal Government of Cambodia, managing contractors, civil society, private sector and international organisations
- Produce a range of high-quality written materials and policy advice, including briefing, correspondence, proposals, presentations, speeches, and minutes
- Contribute to the Embassy's public and economic diplomacy programs and activities within the portfolio including preparing social media content, managing events, and preparing media releases

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- Represent the Embassy and promote Australia's interests on relevant policy and operational issues at a range of forums, events and meetings
  - Support other team priorities, including to coordinate and support the participation of high-level Australian officials in meetings and engagements.

### Required Qualifications/Experience

- Tertiary qualifications in relevant field such as international/community development, public policy, program management, social sciences, or a related discipline
- Extensive experience in development work, public policy, or program management, with a focus on areas such as social inclusion, governance, decentralisation and sub-national development, economic development, public service delivery, or related sectors
- Highly developed program management skills, with supporting skills in financial management, contract management, and monitoring and evaluation
- A sound understanding of the Cambodian government particularly within a development context and strong political-economy acumen
- Highly developed and persuasive communication skills (written and oral) in English and Khmer
- Well-developed analytical and problem-solving skills
- Excellent interpersonal skills including the ability to build effective working relationships with a diverse and cross-cultural set of both internal and external stakeholders
- Demonstrated experience in assessing and managing risk
- Demonstrated proficiency in Microsoft Office applications.