

Position Description – Phnom Penh Post, June 2024

Agency	Department of Foreign Affairs and Trade
Position Number	PPDFAT39
Title	Portfolio Manager (Accountability, Decentralisation and Social Inclusion)
Classification	LE7
Section	DFAT Development
Reports to (title)	First Secretary, Development Cooperation

About the Department of Foreign Affairs and Trade (DFAT)

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 broad direction, the Portfolio Manager (PM) shapes and influences complex parts of Australia's development cooperation program in Cambodia. This involves developing effective strategies and working with local partners to implement, monitor and evaluate development activities. The position will build and maintain relationships with key stakeholders, provide high level policy advice and reporting, supervise staff, and facilitate donor harmonisation activities.

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

- Shape and influence the strategic direction for social accountability, decentralisation and de-concentration, and social inclusion in Cambodia.
- Lead on the effective design, implementation and monitoring of policy reform activities and provide specialised advice to the Royal Government of Cambodia (RGC), other development partners and civil society.
- Development of the Embassy's social accountability, decentralisation and de-concentration strategy and provide input into overarching Embassy development policy.
- Undertake high level representation as the primary counterpart for cooperation with key RGC counterparts, including the National Committee for Sub-National Democratic Development Secretariat (NCDD-S).
- Produce inclusion strategies and collaborate with colleagues to mainstream gender and disability inclusion into program activities through mentoring and providing technical feedback on program documentation.
- Build, maintain and strengthen working relationships and undertake policy engagement, liaison and negotiation with government and civil society, private sector and international organisations.
- Manage and supervise a small team, determine workflow priorities, and provide coaching, mentoring and guidance to staff to ensure team outcomes are met.

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- Lead the implementation of programs and oversee contract management to ensure government policies and objectives are met, including complex problem solving, performance, risk management and budget management.
- Produce and deliver a range of high-quality written materials and policy advice including briefing, correspondence, proposals, presentations, speeches, and minutes to inform activity progress, emerging issues and key risks.
- Contribute to and assist with the Embassy's public and economic diplomacy programs and activities within the portfolio including preparing social media content, managing events, engagements, and visits, and preparing media releases.
- Support other team priorities, including coordinate and support participation by high level Australian officials in meetings and engagements.

Qualifications/Experience

- Postgraduate qualifications in international/community development, program management or a related field
- Extensive experience working in international or community development, including social inclusion, disability, gender, governance, decentralisation and sub-national development, social accountability, public financial management, economics, or related field.
- Highly developed program management skills, including
 - Demonstrated strategic capacity to guide the direction of program implementation to maintain quality and relevance, drawing on analysis of cross cutting themes, risks, policies or issues, including the political economy in the context of an aid investment
 - Demonstrated monitoring and evaluation and program design experience.
- A sound understanding of the Cambodian government particularly within a development context and strong political economy acumen
 - Expertise on decentralisation and sub-national governance, social accountability and/disability inclusion is highly desired.
- Leadership skills and ability to supervise and mentor staff.
- Well-developed analytical skills to solve complex program issues.
- Highly developed and persuasive communication skills (written and oral) in English and Khmer including briefing and report writing capabilities.
- Excellent interpersonal skills including the ability to build effective working relationships and develop networks, liaise and negotiate with a broad range of stakeholders, including key government representatives, members of the diplomatic corps, development cooperation partners and stakeholders, NGOs and CSOs .
- Ability to advocate for Australia's positions on relevant bilateral/multilateral and development issues including one or more of the following areas of human development: social accountability, governance and decentralisation reforms gender equality and disability inclusion.
- Demonstrated experience in assessing and managing risks and safeguards.
- Demonstrated proficiency in Microsoft Office applications.