

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	PPDFAT43, PPDFAT41
POSITION TITLE	Program Manager (Development Cooperation)
CLASSIFICATION	LE5
SECTION	Development Cooperation
REPORTS TO (TITLE)	Portfolio Leader/Second Secretary/First Secretary, Development Team

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 Program Manager will be required to manage one or more activities under Australia's development cooperation program in Cambodia. This involves working with local partners to implement, monitor and evaluate development activities, maintaining relationships with key stakeholders, contributing to policy advice and reporting, and facilitating donor harmonisation activities.

Key responsibilities of the position include but are not limited to:

- Contribute to the effective management of the design, implementation and monitoring of Australia's development programs and activities
 - including monitoring progress, managing relationships, program performance, contract management, risk management, financial and budget oversight, and reporting
 - and ensuring contracts and programs meet Australia's legislative, financial and administrative frameworks, and Australian Government policy requirements
- Provide comprehensive analysis and policy advice on key areas of Australia's development program including but not limited to social inclusion, public service delivery, social policy reforms, economic policy, governance, and health
- Build and maintain strong networks with counterparts on economic 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, 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



Support other team priorities, including to coordinate and support the participation of high-level Australian officials in meetings and engagements.

Required Qualifications/Experience/Knowledge/Skills

- Relevant qualifications or experiences working in international or community development, public policy, and program management particularly in the following areas: social inclusion, social protection, disability, gender, governance, decentralisation and sub-national development, social accountability, public financial management, economics, health, energy and agriculture, or related fields
- Demonstrated experience in strong program management skills, including assessing and managing risks associated with contract management, financial management, and monitoring and evaluation
- A sound understanding of the Cambodian government and development context, and political-economic acumen
- Strong analytical and problem-solving skills and the ability to communicate confidently and persuasively (written and oral) in English and Khmer
- 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 proficiency in Microsoft Office applications.