

## Position Description – Phnom Penh Post, September 2022

<b>Agency</b>	Department of Foreign Affairs and Trade
<b>Position Number</b>	PPDFAT33
<b>Title</b>	Senior Program Manager, Public Health
<b>Classification</b>	LE6
<b>Section</b>	DFAT Development Cooperation
<b>Reports to (title)</b>	First Secretary, Human Development Unit

### **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 limited direction, the Senior Program Manager, Public Health manages Australia's development assistance in health to Cambodia. The role includes provision of policy advice and reporting, program management to ensure implementing partners meet key objectives, the maintenance of relationships with key stakeholders (including but not limited to Ministry of Economy and Finance, Ministry of Health and development partners), the facilitation of donor harmonisation activities, and the coordination of monitoring and evaluation activities, in accordance with DFAT policies and procedures.

Australia's current support to the health sector in Cambodia includes a focus on improving the quality of the health system, including supporting reforms to health financing, supporting efforts to ensure universal health coverage and access for the poorest Cambodians, improving health services for women and children and people with disability, and supporting health security responses (including supporting COVID-19 and routine immunisation rollout). To achieve this, Australia works with a range of delivery partners including the World Bank, UNICEF, UNDP, GIZ and non-government organisations. Our key bilateral health investment is the Cambodia Health Equity and Quality Improvement Project (H-EQIP), managed by the World Bank.

The role is predominantly based in the office at the Australian Embassy with occasional monitoring field trips undertaken together with our implementing partners. A high level of engagement with the internal embassy team and coordination with key stakeholders is expected.

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

- Manage Australia's development program's engagement with the Health Equality and Quality Improvement Program (managed by the World Bank) and other health programs, including on health security. This will include attendance at regular partner meetings and involvement in six monthly project monitoring missions.
- Provide accurate and specialised advice on development activities in health and other social sectors and on program related issues, including anticipating problems and contributing to issues management at both operational and strategic levels. This includes monitoring the risks for Australia and documenting progress.

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- Engage with senior officials from the Royal Government of Cambodia, civil society and development partners on health policy issues, including to provide advice to the First Secretary on Cambodian policy priorities and program priorities for Australia.
- Maintain strong networks and represent the Embassy team in engagement with program stakeholders (including other donors). This will include attending meetings and workshops on behalf of the Embassy.
- Manage contracts and agreements, ensuring compliance with their requirements, including providing financial oversight and monitoring partner performance.
- Manage program finances, including the preparation of financial estimates, coordination of budgets and maintenance of financial records.
- Produce and deliver a range of high-quality written materials and policy advice including briefing, correspondence, proposals, presentations, speeches for senior embassy staff, and minutes to inform activity progress, emerging issues and key risks.
- Contribute to public diplomacy activities (Australia's efforts to communicate with Cambodians about our work) within the portfolio including preparing social media content, managing events, and preparing media releases.
- Support participation of high-level Australian officials in meetings and engagements.

### **Qualifications/Experience**

- Highly developed communication, negotiation, liaison and representation skills in written and spoken English; and demonstrated experience in communicating with a variety of audiences. Khmer language skills are desirable.
- Tertiary qualifications in public health or a related discipline, public policy, international/community development.
- Experience working on international development, public health, public policy, or similar and adaptability to take on different roles as priorities require.
- Demonstrated understanding of the government of Cambodia and Cambodia's development context, including challenges and opportunities to achieve inclusive development outcomes in the health sector.
- Excellent interpersonal skills including an ability to build effective working relationships with a diverse and cross-cultural set of internal and external stakeholders.
- Demonstrated experience in overseeing projects, including financial management and monitoring and evaluation is highly desirable.
- Demonstrated proficiency in Microsoft Office is desirable.