

Program Manager - Water – Vientiane – September 2017

Agency	Department of Foreign Affairs and Trade
Position number	VT006
Title	Program Manager - Water
Classification	LE6
Salary	Commencement salary is in the range of US\$2,159 to US\$2,525 gross monthly based on level of skills and experience
Section	Water & Regional
Reports to	First Secretary, Water & Regional

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 general direction of the First Secretary Water & Regional, the Water Program Manager manages several aid investments under the Greater Mekong Water Resources Program (GMWRP), and contributes to determining the strategic direction of the entire program. The Program Manager is responsible for monitoring implementation of the program, designing new aid investments and programs, organising events and meetings to progress the objectives of the program, managing relationships with the program's implementing partners, engaging in high-level policy discussion with government officials and partners on behalf of the Australian Government, managing complex agreements, and facilitating payments.

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

- Represent the Australian government and the GMWRP across multiple countries in the region, including participation in forums and high level meetings
- Contribute to the strategic direction and policy formation of the work of the Australian embassy in Vientiane
- Manage complex aid investments under the GMWRP, providing advice and expertise to the embassy's senior management to deliver key developmental outcomes
- Develop and manage relationships with GMWRP implementing partners and key stakeholders including detailed consultation and liaison with both internal and external stakeholders
- Monitor the performance of the different investments and activities carried out under the program, including through field visits in countries of implementation

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- Manage complex contracts using DFAT's aid management practices, which involves resolution of contractual issues, undertaking contract variations and amendments, and maintaining high-quality record-keeping processes
- Undertake analysis of key regional trends and developments in the water sector and their implications for Australia's strategic interests in the Mekong region and for the objectives of the GMWRP
- Participate in design of new aid investments and of next phase of the GMWRP, and contribute to the development of DFAT's next ASEAN & Mekong Aid Investment Plan and associated strategic policy papers
- Manage the finances of activities and, where necessary, human resources including preparation of financial estimates, coordination of budgets, analysing and monitoring of expenditure and ensuring high quality, accurate and up-to-date data is regularly recorded in DFAT's financial management systems
- Report on activity progress and program outcomes and draft policy papers, complex correspondence, briefs and submissions on a wide range of matters relevant to program management

Qualifications/Experience

1. Demonstrated expertise in the management and review of complex aid activities and/or programs, including finance management, contract management, negotiation and representation
2. Experience managing water and/or governance related aid programs
3. Demonstrated experience undertaking research and analysis with a development focus
4. Knowledge of Lao government policies in the water, energy and natural resources sector, with understanding of related economic, political, social and cultural issues
5. High level of oral and written communication skills in both English and Lao
6. Tertiary qualifications in relevant field desirable