

Program Officer HRD & Political – Vientiane – August 2018

Agency	Department of Foreign Affairs and Trade
Position number	VT024
Title	Program Officer Human Resource Development
Classification	LE-4
Salary	Commencement salary is in the range of US\$1,143 to US\$1,337 gross monthly based on level of skills and experience
Section	Program and Policy, Human Resource Development & Political Team
Reports to	Second Secretary

About the Department of Foreign Affairs and Trade (DFAT)

The role of the Australian 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 the direction of the Second Secretary (Development and Political), the Program Officer will assist with the management and delivery of human resource development and public diplomacy program activities.

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

1. Supporting the Australian Embassy's strategic engagement of Australian alumni, including:
 - a. developing and maintaining a strong understanding of the goals, strategies and plans for alumni engagement, and the role of alumni in the Laos-Australia relationship;
 - b. developing and maintaining strong relationships with Australian alumni in the public, private and not-for-profit sector, and relevant internal and external stakeholders including the Laos Australia Institute;
 - c. contributing to the design and managing the delivery of Australian alumni activities and events, including coordinating logistics, drafting outcome reporting, and arranging for the payment of accounts and the preparation of financial estimates, maintaining financial records and monitoring activity expenditure;
 - d. coordinating and contributing to public diplomacy/communications products to promote Australian alumni effectively; and
 - e. contributing to reviews of program reports and assisting with the preparation of material for briefs and speeches.
2. Contributing to the strategic direction and management of the Australian Volunteers Program; the New Colombo Plan; the Australia Awards Fellowships; and special projects delivered by the Laos Australia Institute, especially relating to gender and disability inclusive development, including:

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- a. developing and maintaining a strong understanding of the relevant program goals, strategies and plans, and each program's role in and contribution to the Laos-Australia relationship;
 - b. developing and maintaining strong relationships with program delivery teams, Lao Government stakeholders, DFAT stakeholders in Australia and other relevant development partners;
 - c. preparing correspondence and required program documents, and assisting with stakeholder coordination and meetings;
 - d. coordinate and contribute to public diplomacy/communications products and events to promote the work of the programs effectively;
 - e. contributing to reviews of program reports and assisting with the preparation of material for briefs and speeches; and
 - f. assisting with financial management activities, including monitoring public diplomacy budgets and contributing to reporting;
3. Acting as a gender focal point for the Australian Embassy, including:
 - a. Providing advice consistent with DFAT's gender policy and priorities and Laos context to colleagues on request;
 - b. Providing gender-related input into analysis, reviews and other documents and promote gender mainstreaming in own programs;
 - c. Helping to coordinate gender-related activities across the Embassy and attend important relevant events on gender, as relevant;
 4. Represent DFAT at technical and relevant meetings with partner government officials, development partners and other stakeholders;
 5. Undertake a range of moderately complex administrative tasks with an emphasis on continuous improvement, and provide general support to the human resource development and public diplomacy team as required;

Qualifications/Experience

1. Tertiary qualifications in international development, education or a related field.
2. Demonstrated experience working in a small team, with excellent interpersonal skills and the ability to build relationships
3. Knowledge of Lao Government policy with understanding of related economic, political, social and cultural issues in development.
4. High level oral and written communication skills in both English and Lao.
5. Experience working in a cross-cultural environment.