

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	Multiple positions
POSITION TITLE	Senior Program Officer
CLASSIFICATION	LE5
SECTION	Program and Policy
REPORTS TO (TITLE)	First Secretary or Deputy Head of Mission

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 its prosperity, delivering an effective and high-quality overseas development program, and helping Australian travellers and Australians overseas. DFAT provides foreign, trade and development policy advice to the Australian Government. It also works with other Australian government agencies to drive coordination of Australia's global, regional and bilateral interests.

About the position

With limited direction, the Senior Program Officer oversees the management of development activities in Laos. The position provides analytical advice on policy issues relating to human development (education, health, human resource development, gender, disability and inclusion) and non-government organisations and civil society. The role involves managing the implementation of Australia's bilateral and regional development programs including: reporting; maintaining relationships with key stakeholders; financial and risk management; and monitoring and evaluation. This position works closely with the First Secretary for Human Development.

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

- Manage the effective design, implementation, monitoring and evaluation of human development activities in Laos.
- Provide accurate and specialised advice and reporting on the international NGO sector and civil society in Laos, including Australia's bilateral and regional programming such as the Australian NGO Partnership (ANCP) program in Laos.
- Liaise with senior officials from government, development partners and civil society, and identify their needs and shared interests.
- Build and maintain strong networks and participate in negotiations with program stakeholders, such as Lao government representatives, international non-government organisations and donor coordination groups.
- Manage contracts, including ensuring compliance to meet Australia's legislative, financial and administrative frameworks, and Australian Government policy requirements.
- Develop and monitor financial information, including budget controls and strategies, coordinate budgets and ensure program spending is on track.
- Maintain program risk registers, and coordinate risk assessment and management activities, providing regular updates to management.
- Draft a range of high-quality reports, briefings and background papers on program matters and key issues to ensure program objectives are met.

- 
- Contribute to public diplomacy activities including drafting social media content, and coordinating events, engagements and visits.
 - Coordinate and support participation by high-level Australian officials and Ministers in meetings and engagements as required.

Qualifications and Experience

- Tertiary qualifications and/or demonstrated expertise in relevant fields, including in human development.
- Demonstrated experience in managing development programs including public diplomacy, financial management, contract management, and monitoring and evaluation.
- Experience applying sound judgment based on a strong understanding of the Lao Government and Laos' development context.
- Well-developed analytical and reporting skills on the health sector in Laos.
- Excellent communication skills (written and oral) in English and Lao.
- Experience in assessing and managing risk.
- Experience in GEDSI programming desirable.
- Demonstrated skills in Microsoft Word and Excel, and social media platforms.