

Position Description - Program Manager Education – Vientiane – May 2016

Agency	Department of Foreign Affairs and Trade
Position number	11439
Title	Program Manager Education (Policy and Partnerships)
Classification	LE6
Salary	Commencement salary is in the range of USD \$1,860 to USD \$2,439 gross monthly based on level of skills and experience
Section	Development Cooperation, Education Team
Reports to	First Secretary Development Cooperation

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.

The Australian Embassy's Education team manages Australia's four-year Basic Education Quality and Access in Lao PDR (BEQUAL) program.

About the position

The Program Manager (Policy and Partnerships) supports Australia's role as a key donor to the education sector working closely with the Ministry of Education and other key stakeholders.

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

- Maintain and develop relationships with the Government of Laos and development partners including consultation, liaison and negotiation with stakeholders.
- Lead Australia's policy engagement in the revision of Laos' national primary curriculum, with a focus on liaising closely with other donors.
- Support the First Secretary to lead Australia's role as Co-Chair of the Education Sector Working Group (ESWG) and Australia's engagement in ESWG processes and meetings. This includes representing Australia in the ESWG Secretariat and may include some representation in ESWG meetings.
- Support the First Secretary to lead Australia's role as co-chair of the Informal Education Donor Working Group.
- Seek opportunities to improve donor coordination in the education sector.
- Maintain a strong relationship with the EU and assist the First Secretary to manage EU's contribution to BEQUAL, including monitoring the EU budget and ensuring Australia is able to meet EU reporting requirements.

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- Support Australia's role as Coordinating Agency for the Global Partnership for Education Phase 2.
- Maintain an awareness of Australia's support for teacher education and provide support to the Senior Program Officer (Teacher Education) as required.
- Maintain awareness of key policy issues priorities and gaps in the education sector.

Qualifications/Experience

- Written and oral fluency in English and Lao.
- Tertiary qualifications and/or demonstrated expertise in education and/or development fields desirable.