

Program Manager Education & Human Resource Development – Vientiane – April 2015

Agency	Department of Foreign Affairs and Trade
Position number	11434
Title	Program Manager Education & Human Resource Development
Classification	LE-6
Section	Development Cooperation, Education, Human Resource Development & Scholarships 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.

About the position

Under limited direction from the First Secretary Development Cooperation, the Program Manager Education and Human Resource Development is responsible for provision of policy advice and the management of development initiatives in the education, human resource development and scholarships portfolio, including the management of the Laos Australia Institute. The role involves procurement and financial oversight of a significant portfolio of human resource development and scholarship activities; engagement on both policy and technical matters with the Government of Laos, other development partners, program implementers and key internal and external stakeholders; as well as providing analytical advice on program management issues to inform policy dialogue, program improvements and policies that assist in the achievement of objectives.

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

- Manage human resource development, scholarship and education program activities by providing advice and expertise to deliver key developmental outcomes;
- Monitor the performance of the portfolio of education, human resource development and scholarship activities;
- Manage and develop relationships with Lao Government counterparts and development partners, including consultation, liaison and negotiation with both internal and external stakeholders. Represent DFAT at technical and high level meetings with partner government officials, development partners and other stakeholders;
- Manage procurement activities relating to the implementation of education, human resource development and scholarship activities, and monitor implementing partner performance. Undertake contract administration, including the management of contract variations and amendments, maintenance of contract-related records and ensure that DFAT meets its contractual obligations;

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- Manage the finances of education, human resource development and scholarship activities. Prepare financial estimates, coordinate budgets, maintain financial records and analyse / monitor expenditure against financial year expenditure targets. In doing so, maintain accurate and up-to-date activity data on Aidworks;
- Lead and manage a small team in the delivery of education, human resource development and scholarship activities. In doing so, determine work priorities, provide coaching, mentoring and guidance of staff being supervised;
- Report on activity performance and progress and program outcomes and prepare analytical reports, including correspondence, briefs and submissions on a wide range of matters relevant to the management of human resource development and scholarship activities;
- Contribute to briefings for the Minister, Parliamentary Secretary, DFAT Aid Executive and Senior Officers and Australian delegations. Prepare background information, talking points for speeches and other briefing documents for relevant activities
- Assist in the development of policy.

Qualifications/Experience

1. Demonstrated expertise and achievement in management and review of aid programs/activities
2. Program management skills with supporting skills in finance management, contract management, communication, negotiation and representation
3. Research and analytical skills with a practical focus
4. Knowledge of DFAT Aid and Lao government policy with understanding of related economic, political, social and cultural issues in development
5. Sound judgment, problem solving skills, initiative and a results orientation
6. Strong interpersonal skills and sound leadership skills, including demonstrated experience working in cross-cultural environments
7. Tertiary qualifications and/or demonstrated expertise in education, human resource development and/or development fields desirable.