

Senior Program Manager Rural Development – Vientiane – April 2015

Agency	Department of Foreign Affairs and Trade
Position number	11438
Title	Senior Program Manager Rural Development
Classification	LE-7
Section	Rural Development
Reports to	Counsellor 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 broad direction the Senior Program Manager is responsible for providing high level specialist policy advice as well as management oversight on a portfolio of activities in the rural development sector. The role involves leading and managing a small team of program staff; overseeing the development, delivery and monitoring of a range of activities to ensure the effectiveness of development program implementation; developing and supporting DFAT Aid's analytical understanding of the rural development sector; and strategically managing DFAT Aid's relationship with the Government of Laos, other donors and key stakeholders.

Under broad direction the Senior Program Manager will:

1. Manage the Rural Development Pillar of the Australia Laos Development Cooperation Strategy including the development of equitable and sustainable rural livelihoods and improvements to food security, UXO/mine-action activities and rural infrastructure
2. Assist in the management of DFAT Aid's emergency and humanitarian response in Laos. Represent DFAT Aid at bilateral and multilateral disaster management/risk reduction meetings when necessary, and
3. Contribute as a leader to the management and implementation of Australian Aid program in Laos.

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

- Manage complex projects across a sector or number of sectors providing high level advice and expertise to deliver key developmental outcomes. Monitor the performance of all programs and participate in monitoring and review of activities, and prepare quality and performance reports
- Provide leadership to the Rural Development team. Determine workflow priorities, assume responsibility for design and delivery, provide coaching, mentoring and guidance of staff being supervised

Senior Program Manager Rural Development – Vientiane – April 2015

- Develop and recommend strategic directions and define objectives for program/project delivery across a sector or number of sectors
- Manage DFAT Aid's relationship with key stakeholders at a senior level. Negotiate and maintain liaison at senior levels with counterpart officials and representatives concerning the formulation and implementation of development cooperation programs. Liaise with other bilateral development cooperation donors, regional bodies, and multilateral development cooperation agencies on the programming/delivery of development cooperation within Laos
- Participate in forums and high level meetings developing strong formal and informal relationships with senior partner government officials, other donors and stakeholders for bilateral and regional activities. Advocacy of DFAT Aid's interests across a range of stakeholders and at a senior level
- Manage contracts across a sector or number of sectors and monitor contractor performance. Oversee contract administration, the resolution of problems, the management of contract variations and amendments, the maintenance of contract-related records and ensure that DFAT Aid meets its contractual obligations
- Provide advice on developments likely to affect the relevance, appropriateness, cost and scheduling of programs/projects; effectiveness of the various categories of development cooperation and of the types of programs to be undertaken; international development issues and their implications for the Australia development cooperation program including DFAT Aid relations with other development cooperation donors
- Manage the finances of complex projects. Prepare or oversee the preparation of financial estimates, coordinate budgets, maintain financial records and analyse/monitor expenditure
- Oversight the management of accurate and up-to-date activity data on DFAT Aid systems including Aidworks
- Report on activity progress and program outcomes across a sector or number of sectors and draft country and/or regional papers; prepare cables, policy papers, complex correspondence briefs and submissions on a wide range of matters relevant to program management.

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
7. Tertiary qualification in related development fields.