

Program Manager Rural Development – Vientiane - 2014

Agency	Department of Foreign Affairs and Trade
Position number	11443
Title	Program Manager Rural Development
Classification	LE-6
Section	Rural Development
Reports to	Senior Program Manager Rural Development

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 of the Senior Program Manager Rural Development, the Program Manager is responsible for managing the DFAT Aid's support for initiatives within the rural development portfolio, including on-going initiatives such as the Poverty Reduction Fund and the Laos Australia Development Learning Facility.

The Officer is also responsible for managing the day-to-day tasks of a Senior Program Officer within the Rural Development team. The Program Manager acts as DFAT Aid's focal point on social safeguards and providing support to management through up-to-date advice and information on resettlement and safeguards issues and guidelines.

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

- Manage and monitor the performance of complex project(s) providing advice and expertise to deliver key developmental outcomes
- Participate in monitoring and review activities
- Manage DFAT Aid's relationship with counterparts and key stakeholders including detailed consultation and liaison with both internal and external stakeholders. Participate in forums and high level meetings developing strong formal and informal relationships with partner government officials, other donors and stakeholders for bilateral and regional activities
- Manage complex contracts and monitor contractor performance. Undertake contract administration, the resolution of problems, the management of contract variations and amendments, maintenance of contract-related records and ensure that DFAT Aid meets its contractual obligations
- Manage the finances of activities and, where necessary, human resources. Prepare financial estimates, coordinate budgets, maintain financial records and analyse / monitor expenditure
- Maintain accurate and up-to-date activity data on DFAT Aid systems including Aidworks

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- Report on activity progress and program outcomes and draft country and/or regional papers, policy papers, complex correspondence, briefs and submissions on a wide range of matters relevant to program management
- Developing constructive relationships with partner government, other key agencies and Australia-based officers
- 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 DFAT Aid's Humanitarian and Emergency Response (HER) initiatives through support to the HER Operations Coordinator
- Assist in policy dialogue and engagement with program partners.

SELECTION CRITERIA

The Selection Criteria are used to assess an applicant's suitability for a position. Applicants must provide a statement, not exceeding two pages, addressing the selection criteria below. Statements should detail suitability to perform the duties of the position including personal qualities, experience, skills and knowledge relative to the selection criteria.

1. Proven extensive experiences and expertise in the management and review of rural development aid programs, including finance management, contract management, negotiation and representation.
2. Demonstrated experiences in research and analysis with a development focus.
3. Strong knowledge of Lao government policy with understanding of related economic, political, social and cultural issues in rural development.
4. Sound judgment, problem solving skills, initiative and a results orientation
5. Proven leadership skills and ability to work effectively in teams with adaptability and responsiveness.
6. High level of oral and written communication skills in both English and Lao.