

Senior Program Officer Rural Livelihood – Vientiane – April 2015

Agency	Department of Foreign Affairs and Trade
Position number	11448
Title	Senior Program Officer Rural Livelihood
Classification	LE-5
Section	Rural Development
Reports to	Program Manager Rural Livelihood

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 general direction of the Program Manager Rural Livelihood, the Senior Program Officer Rural Livelihood will assist the Rural Development Program Manager to manage activities under the rural development program pillar, including the monitoring of project implementation progress, management of agreements and contracts, review of project reports, facilitation of payments, facilitation of management meetings and workshops, and maintenance of relationships with key stakeholders.

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

- Manage the Rural Development program activities by providing advice and expertise to deliver key developmental outcomes. Monitor the performance of project(s) and participate in monitoring and review activities
- Assist in negotiations and liaison with stakeholders
- Manage less complex contracts and monitor contractor performance, including contract administration, resolution of problems, management of contract variations and amendments, maintenance of contract-related records and ensure that DFAT Aid meets its contractual obligations
- Under general direction manage finances of activities such as, preparing financial estimates, coordinating budgets, maintaining financial records and monitoring expenditure
- Maintain accurate and up-to-date activity data on DFAT Aid systems including Aidworks
- Report on activity progress and program outcomes. Under general direction assist in the drafting of country and/or regional papers, policy papers, less complex correspondence, briefs and submissions on a wide range of matters relevant to program management
- Assist in the preparation of briefings for the Minister, Parliamentary Secretary, DFAT Aid Executive and Australian delegations and Senior DFAT Aid officers. Prepare background

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information, cables, talking points for speeches and other briefing documents for relevant activities

- Assist in the preparation of technical reviews of projects (project design, frameworks and formulation) for peer and quality assessments for new and ongoing projects
- Assist in the development of policy, review and interpretation of policy.

Qualifications/Experience

1. Demonstrated expertise in the management and review of aid activities and/or programs, including finance management, contract management, negotiation and representation
2. Demonstrated experience in research and analysis with a development focus
3. Knowledge of Lao government policy with understanding of related economic, political, social and cultural issues in development
4. High level oral and written communication skills in both English and Lao
5. Ability to work effectively in teams with adaptability and responsiveness
6. Tertiary qualifications in relevant field desirable.