

Program Manager – Human Resource Development Ongoing Position (Vientiane)

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	VT037
POSITION TITLE	Program Manager – Human Resource Development
CLASSIFICATION	LE6
SALARY	
SECTION	Political and Human Resource Development
REPORTS TO (TITLE)	Second Secretary (Political and Development)


About the Department of Foreign Affairs and Trade

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves delivering an effective and high-quality overseas development program. DFAT provides foreign, trade, and development policy advice to the Australian Government and works with other Australian government agencies to drive coordination of Australia's global, regional, and bilateral interests.

About the position

With limited direction, the Program Manager will undertake high-level research and analysis and independently manages development activities relating to human resource development. They will also contribute to policy development in Laos and the Mekong region. Successful candidates will need to demonstrate strategic thinking and problem solving capabilities. The role includes: the design and procurement of Official Development Assistance activities; policy advice and reporting; maintaining relationships with key stakeholders; and monitoring and evaluation. Program responsibilities include the Laos Australia Institute as well as supporting the design and implementation of training and short courses. This role requires working at the intersection of the Embassy's political and development efforts.

Key responsibilities of the position include (but are not limited to):

- Actively contribute to the political and human resource development team to *implement a portfolio of development activities*, including program design, contracting, budget management, and monitoring and evaluation.
 - Independently manage contracts and expenditure, including *ensuring compliance and reviewing program deliverables* to ensure they meet Australian Government requirements, including proactive risk management.
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- Independently prepare *high-quality complex written material* including reports, briefings, and background papers including for senior management at the Embassy.
 - Build and maintain strategic relationships *with a broad range of stakeholders*, including government, international organisations, and development partners.
 - Prepare *strategic communications* on human resource development and achievements for a range of audiences and contribute to the Embassy's public diplomacy and outreach.
 - Support the integration of *gender equality and social inclusion (GEDSI)* principles and consideration of *climate change* in all activities.
 - Support Australian Government priorities, including the *Southeast Asia Economic Strategy to 2040*.
 - Support preparations for a range of *events, in-country missions and high-level visits* to promote the reputation of the Australian Embassy in Laos.

Qualifications and Experience

- Tertiary qualifications and/or demonstrated expertise, in public policy, human resource development, international/community development, or program management.
 - Proven experience in managing complex development programs to achieve results.
 - Well-developed program management skills, including in financial management, contract management, and monitoring and evaluation.
 - Highly developed communication skills (written and oral) in English and Lao.
 - A strong understanding of the Lao PDR government and development context.
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APPLICATION INSTRUCTIONS

Required submitted documents.

- A copy of your **resume**. Your resume should be **no more than three pages** and should include **the contact details of two professional referees**. Do not include copies of certificates or referee reports with your application.
- A written **statement of purpose**. Your statement of purpose should be **no more than 1000 words** and it should summarise your motivation in seeking the position as well as demonstrate your capacity to fulfil the job's responsibilities.

Applications must be submitted by **Thursday, 18 April 2024 at 5:30 PM**.

Applications can be sent by post: HR Section
 Australian Embassy
 P O Box 292
 Vientiane

Or sent by email: HR.Vientiane@dfat.gov.au

Or delivered to the Embassy: KM4 Tha Deua Road
 Watnak, Sisattanak

The Australian Embassy is an equal opportunity employer; all applicants will be considered on their merits and only shortlisted applicants will be contacted.

Applicants who are ranked suitable by the selection panel will be placed on an eligibility list for 12 months and may be considered for similar vacancies that arise before June 2025.

OTHER ELIGIBILITY & REQUIREMENTS

All employees at the Australian Embassy are subject to satisfactory medical and security vetting. Applicants must be able to work as a locally engaged staff member at a diplomatic mission, possess a valid passport and a driver's license or be able to obtain a valid passport and a driver's license, and be willing to travel within Laos, regionally and internationally as required.