



## Program Manager – Infrastructure and Connectivity Ongoing Position (Vientiane)

<b>AGENCY</b>	Department of Foreign Affairs and Trade
<b>POSITION NUMBER</b>	VT041
<b>POSITION TITLE</b>	Program Manager – Infrastructure and Connectivity
<b>CLASSIFICATION</b>	LE6
<b>SALARY</b>	
<b>SECTION</b>	Economic and Trade Team
<b>REPORTS TO (TITLE)</b>	Second Secretary (Economic and Trade)

### 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 independently oversees the management of development activities relating to infrastructure and connectivity. The position provides high-level analytical advice on complex policy issues in Laos relating to infrastructure planning, financing, and development. 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. This position works closely with the Partnerships for Infrastructure (P4I) program. Program responsibilities include managing the Laos-Australia Connectivity Partnership.

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

- Actively contribute to the economic and trade team and P4I 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.
- 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, multilateral development banks, development partners, and other organisations.

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- Prepare *strategic communications* on infrastructure activities 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 relevant fields, including engineering, logistics, public policy, international/community development, and 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.

## 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**.

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

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Or sent by email:                         [HR.Vientiane@dfat.gov.au](mailto:HR.Vientiane@dfat.gov.au)

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

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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.