

Australian High Commission – Port Vila

Position Description

Position number	PVLA7004
Title	Senior Program Manager
Classification	LE7
Division/Branch/Section	Pacific/Vanuatu/Development Cooperation
Reports to	First Secretary Development Cooperation

About the Australian aid program in Vanuatu

The Australian Aid Program promotes Australia's national interests by contributing to sustainable economic growth and poverty reduction. In Vanuatu, our aid program is guided by an aid investment plan agreed between the Government of Vanuatu and the Government of Australia.

The Australian High Commission delivers a high quality aid program across four strategic objectives:

- building resilient infrastructure and an environment for economic opportunity;
- improving early education and essential health services;
- improving community safety and resilience; and
- supporting cyclone recovery and reconstruction.

The program is delivered with key government ministries and a diverse range of partners.

About the Role

Under limited direction, the Senior Program Manager will lead a small team to manage one or more sectors of the aid program in Vanuatu. The role requires providing high-level strategy, policy and program advice to senior managers in the Australian Government and to partners in Vanuatu.

Key responsibilities

- Build and maintain strategic relationships with senior and middle level management of the relevant departments of the Government of Vanuatu, as well as Ministers and political staff where appropriate.
- Negotiate with key Government of Vanuatu officials and partners concerning the formulation and the implementation of the program, defining objectives, forward and strategic planning, risk management, identifying innovations and program improvements.
- Manage relationships with a wide range of partners and service providers to support coordinated program planning and implementation.
- Liaise with other donors and multilateral organisations on program design, delivery and review.
- Monitor and evaluate program performance.
- Ensure that monitoring and evaluation activities directly inform program performance reporting as well as decision-making.
- Implement cross-cutting issues in the program.
- Through high quality reporting provide analysis and evidence-based advice on operational issues, strategic program directions and program planning.

- Develop, implement, review and interpret policies relevant to the program.
- Provide analysis, support and direction for new activity developments including developing the concept document and participating in design development missions as appropriate.
- Actively represent the Australian aid program and/or provide advice on Australian participation at local, regional and international events.
- Input to the development of strategy and policy.
- Supervise and develop junior staff through performance management, effective business planning, appropriate work delegation mentoring, and staff development.
- Manage program administration and finances including budgeting, procurement, contract and risk management.
- In an event of a disaster, support the post disaster response team as directed.

Aid Management, Development Policy and Country/Region knowledge

- An operational knowledge of aid management.
- An operational knowledge of development policy.
- Knowledge of Vanuatu and Government of Vanuatu systems and processes required for the position.

Qualifications/Experience

- The position requires relevant tertiary qualifications as well as a minimum of five years technical expertise and/or experience in public policy, development or related sectors.
- Technical expertise and/or experience in the health sector is highly desirable.