Australian High Commission

Vanuatu

Title	Assistant Program Manager
Classification	Level 4
Division/Post/Section	Pacific/Vanuatu/Development Cooperation
Reports to (title)	Senior Program Manager
Type of position	Fixed term and permanent full-time positions

About the role

Under general direction, Assistant Program Managers support delivery of the aid program together with implementing partners. The role undertakes a range of moderately complex program management and administration tasks.

The key responsibilities for the position are

- Assist with the design and implementation of Australian Aid program initiatives in Vanuatu.
- Assist with financial and contract management – including expenditure tracking, forward estimates, certifying payments, contract administration, and updated record keeping.
- Ensure compliance with all mandated business processes, including financial management, contract/agreement management, risk, fraud, procurement and quality assurance.
- Manage less complex initiatives or activities.
- Undertake routine monitoring visits and coordinate other evaluation activities in line with Australian aid program monitoring and evaluation standards.
- Provide input into contractor performance assessments.
- Assist senior program staff to manage risk in implementing the program in a very complex operational environment.
- Establish and maintain good working relationships with colleagues from the Government of Vanuatu, development partners, civil society and private sector, to share information relevant to the program/sector and help identify and resolve issues.
- Assist with the preparation of correspondence, issues papers and briefing material.
- Provide administrative support and coordinate logistics for senior staff, high-level meetings and visiting specialists.
- In the event of a disaster, the position may be required to be part of the post disaster response team.

Qualifications/Experience

Qualifications or professional experience in public policy, development, administration, or related sectors is highly desirable for this position.