



**Australian High Commission**  
**Vanuatu**

<b>Title</b>	Program Manager
<b>Classification</b>	Level 5
<b>Division/Post/Section</b>	Pacific/Vanuatu/Development Cooperation
<b>Reports to</b>	Senior Program Manager
<b>Type of position</b>	Fixed term and permanent full-time positions

### **About the role**

Under general direction, Program Managers support the implementation of Australia's development assistance in Vanuatu. This includes managing program implementation, supporting high-level strategic, policy and program advice and representation at a range of external meetings and events. Program Managers also support financial management and reporting (financial, fraud, performance and quality).

### **The key responsibilities for the position are**

- Support service delivery and system strengthening with design and implementation of the development program.
- Develop and maintain strong relationships with the Government of Vanuatu, other donors and implementing partners.
- Manage program administration and finances including accountability for all financial and contractual management, risk management and procurement.
- Monitor and evaluate Australia's development programs in Vanuatu to ensure outcomes are achieved effectively and efficiently.
- Represent and liaise with a range of stakeholders including Vanuatu and Australian government officials, specialists and consultants, civil society and community groups, and other development organisations.
- Assist with the management of risk in implementing the program in a complex operating environment.
- Provide input into drafting high quality and evidence based reporting at the program level.
- Provide administrative support to the program including logistical assistance to visiting consultants, paper based and electronic records management and data entry.
- In the event of a disaster, the position may be required to be part of the post disaster team.

### **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 systems and language.

### **Qualifications/Experience**

The position requires tertiary qualifications, as well as technical expertise and/or experience in public policy, development or related sectors.