



Australian High Commission
Vanuatu

Title	Senior Program Manager
Classification	Level 6 and Level 7
Division/Branch/Section	Pacific/Vanuatu/Development Cooperation
Reports to	First Secretary Development Cooperation
Type of position	Fixed term and permanent full-time positions

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.

The key responsibilities for the position are

- 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 the relationships with a wide range of partners and service providers to support coordinated program planning and implementation.
- Liaise with bilateral development cooperation donors and multilateral organisations on program design, delivery and review.
- Monitor and evaluate program performance.
- Ensure that monitoring and evaluation activities directly inform broader performance reporting as well as program decision-making.
- Implementation of 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.
- Actively represent the Australian aid program and/or provide advice on Australian participation at a wide range of local, regional and international events.
- Input to the development of strategy and policy.
- Set the strategic framework for junior staff through performance management, effective business planning, appropriate work delegation mentoring and staff development.
- In an event of a disaster the position may be required to be part of the Post disaster response 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 of Vanuatu systems and processes required for the position.

Qualifications/Experience

- The position requires tertiary qualifications as well as a minimum of five years technical expertise and/or experience in public policy, development or related sectors.