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| **AGENCY** | Department of Foreign Affairs and Trade (DFAT) |
| **SECTION** | Development |
| **LOCATION** | Australian High Commission, Apia |
| **POSITION NUMBER** | AP002 |
| **POSITION TITLE** | Senior Program Manager – Economic Governance |
| **CLASSIFICATION** | LE7 |
| **VACANCY TYPE** | Non-going – 2-year contract |
| **EMPLOYMENT TYPE** | Full-time |
| **REPORTS TO (TITLE)** | First Secretary - Development |

**WHAT WE DO**

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia’s security, enhancing Australia’s prosperity, delivering an effective and high-quality overseas aid program and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia’s pursuit of global, regional and bilateral interests.

**About the Australian High Commission**

The Australian High Commission in Apia represents the Australian Government in its engagement with Samoa. Its responsibilities include managing the Australian Government’s development assistance in Samoa. Key areas of cooperation are education, health, social inclusion, infrastructure, public sector governance, civil society and private sector development. Australia’s development assistance priorities and projects are determined and delivered with Samoa’s leadership, and in line with the Australia-Samoa Bilateral Partnership Arrangement and the Australia-Samoa Development Partnership Plan.

**THE OPPORTUNITY**

The Australian High Commission is seeking an energetic and talented person to fill the role of Senior Program Manager to lead the management of development assistance programs and policy related to economic governance.

Under limited direction, the Senior Program Manager is responsible for the management of development assistance programs that support Samoa’s economic governance. This includes design, identification of activities, implementation, monitoring and evaluation. The Senior Program Manager is responsible for the performance of programs, ensuring that they deliver outcomes, funding is spent accountably, and risks are well managed.

The role also participates in the diplomatic engagement of the High Commission, and monitoring/reporting on Australia’s bilateral and regional interests in Samoa

**The key responsibilities of the position include but are not limited to:**

* Manage and monitor the delivery of two of Australia’s flagship development assistance programs in Samoa – the Tautai: Governance for Economic Growth investment and Australia’s Budget Support Program to the Government of Samoa.
* Oversee contracts and funding arrangements, and ensure that programs meet government policies and objectives, and financial and quality assurance criteria, and risk management.
* Prepare high quality monitoring reports across the sector, including identifying and implementing innovations and program improvements.
* Maintain awareness of relevant national and international policies to inform advice and policy engagement. Similarly, maintain awareness of government and other donor programs in the relevant sector, and identify links and synergies with DFAT funded activities in Samoa.
* Monitor and prepare reporting on matters of Australian Government interest, including local policy and political developments.
* Prepare a range of high-quality correspondence and corporate documentation, including briefs, proposal papers, submissions and speeches.
* Engage diplomatically with counterparts in the Government of Samoa, civil society and the private sector.
* Represent and promote the interests of the High Commission at events, forums and meetings at the national and international level, and provide expert advice on key policy issues and challenges.

**ESSENTIAL QUALIFICATIONS AND EXPERIENCE**

The Senior Program Manager will undertake work that is complex in nature and operate under limited direction. You will work independently and exercise reasonable autonomy and accountability in managing several of DFAT’s development programs. You will demonstrate good judgement and decision-making to produce quality communications and policy and program advice across DFAT’s programs and interests. You will develop and support key internal and external stakeholder relationships.

We are seeking an experienced and motivated person to fill the Senior Program Manager (Governance and Economic Growth) role. The ideal candidate will have:

* Project management experience, including design, implementation and evaluation,
* Expertise in economics, governance, development assistance or a related field,
* Deep understanding of Samoan government and parliamentary processes,
* Excellent oral and written communication skills in English and Samoan
* Leadership and team management experience

**HOW TO APPLY**

Applications should comprise of three components:

* A Curriculum Vitae outlining personal details, relevant work experience, educational qualifications and skills (maximum two pages),
* Contact details for two referees,
* One-page pitch (up to 1000 words).

Your one-page pitch (up to 1000 words) is a chance to tell us why you are the right person for the job. We want to know why you want to work at the Australian High Commission, why you are interested in the role, what you can offer us, and how your skills, experience, knowledge and qualifications are applicable to the role. In a nutshell – why should we hire you?

Applications are to be submitted via email to [apia.recruitment@dfat.gov.au](mailto:apia.recruitment@dfat.gov.au) by **5PM 25 April 2025**.