



Australian Government

Department of Foreign Affairs and Trade

Position Description – Islamabad, April 2017

Title	Senior Program Manager (Humanitarian/Stability/Gender)
Position number	IS1021
Classification	LE7
Salary	PKR 317,172 per month
Reports to (title)	First Secretary (Development Cooperation), Islamabad

About the role

This is a senior role reporting directly to the First Secretary (Development Cooperation). The Senior Program Manager (SPM) will be responsible for supervision of three officers and will be expected to deliver high-level program management, as well as provide strategic direction and technical expertise across the portfolio. The SPM will be expected to work closely with Australian staff, key Donors and Government of Pakistan counterparts to best support the effective delivery of Australia's foreign and development policy and programs in Pakistan.

The SPM must have the ability to work independently with minimal supervision; a track record of effectively managing staff; ability to conduct high level meetings and engage with a variety of partners and stakeholders across different cultural settings in a confident and polished manner on technical issues; willingness to travel and operate in unstable and insecure environments; strong analytical skills; a proven track record of achieving results, and the ability take direction and communicate effectively and efficiently in English (oral and written form).

Key Responsibilities

Under the direction of the First Secretary, manage the program team to:

- Implement and drive the Australian aid program's strategic engagement in the public health, humanitarian, stability, disability and gender sectors in Pakistan informed by Australian Government foreign and aid policy and Australian High Commission objectives;
- Inform and influence Australian Government development policy and programing via the cable system;
- Influence Government of Pakistan and likeminded donor development policies and priorities;
- Reorient existing portfolios to better reflect the needs of the Department's aid consolidation agenda;
- Provide technical guidance on health, humanitarian, stability, disability and gender sectors to the program management team to better inform the size and focus of future investments and to ensure aid effectiveness;
- Develop, maintain, manage and monitor the health, humanitarian, stability, disability and gender program portfolio and provide regular and timely reporting on program management planning;
- Manage, monitor and report on the program's departmental and administered budgets, investment pipelines and financial management requirements including providing senior management, relevant sections in Canberra, and National and Provincial Governments in Pakistan with regular and timely reports on expenditure and ensure compliance with financial regulations and legislation;
- Identify, define, manage (and/or mitigate against) risks, fraud and/or opportunities in the aid program;



Australian Government

Department of Foreign Affairs and Trade

- Drive development engagement with key sector interlocutors, like-minded and relevant Government of Pakistan counterparts, including representation at key meetings to maximise Australia's interests in Pakistan;
- Display High Commission and Department of Foreign Affairs and Trade (DFAT) values and approaches with staff, development partners and federal and provincial government interlocutors;
- Adhere to High Commission and DFAT policies, practices, values and guidelines on Conduct and Ethics, Codes of Conduct, Security, OH&S, Workplace Diversity and records keeping;
- Prepare and deliver relevant briefings and presentations, as required including representing the program at relevant meetings where appropriate; and
- Provide logistical and secretariat support for donor coordination forums, field visits and Ministerial visits as tasked.

Selection Criteria

1. An in depth understanding of international development and/or foreign policy. 10+ years' experience in development/humanitarian assistance and relevant Post-graduate qualifications highly desirable.
2. Experience managing all elements of programming (i.e., concept, design, budget and monitoring and evaluation). Experience and/or exposure to Gender sensitive programming highly desirable
3. Sound judgment and analytical capacity, including proven ability to provide both strategic policy and technical advice.
4. High level communication and influencing skills, exceptional English skills (written skills will be tested during the selection process), and an ability to write clearly and quickly and convey strategic policy and technical information, Strong ability to conduct high level meetings and engage with a variety of partners and stakeholders across different cultural settings.
5. Strong initiative and a demonstrated ability to work independently with minimal supervision, and as part of a team to deliver timely results.
6. Track record of effectively managing staff to achieve results.
7. High level of computer literacy; willingness to travel and operate in insecure environments.

Submitting your Application

1. Applications that do not specifically address the selection criteria will not be considered.
2. Each selection criteria should be addressed in a maximum of half a page.
3. The Australian High Commission Islamabad will contact only shortlisted applicants for interview.
4. Successful applicants will be offered a two-year contract of employment that may be extended subject to agreement between the employer and employee. A three-month probation period applies.

Please download and complete the recruitment package for the Senior Program Manager (Humanitarian/ Stability/Gender) position. Your completed application package must be emailed **by midnight 28 April 2017** (Pakistan Standard Time) to Jobs.AHC-Islamabad@dfat.gov.au. Late or incomplete applications will not be taken into consideration. Please specify the job title and your name in the e-mail subject line.