

## Position Description

<b>Title</b>	Program Manager (2 positions available)
<b>Classification</b>	Locally Engaged Staff – LE6
<b>Reports to</b>	Senior Program Manager, Islamabad
<b>Salary</b>	Starting Annual Salary of PKR 3,244,384 ( PKR 249,568 per month)

### About the Department of Foreign Affairs and Trade (DFAT)

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 Positions

Program Managers (LE6) will support the delivery of Australia's aid program including managing complex aid programs and support the implementation of Australia's foreign and development policy in Pakistan. Program Managers will work under limited direction from the Senior Program Manager (SPM) and the First Secretary (Development Cooperation). Employees at this level exercise both initiative and judgment in the interpretation of policy and in the application of practices and procedures. Program Managers will provide technical advice and expertise on gender equality (with a focus on ending violence against women and reproductive health) and/or aid operations (monitoring and evaluation, program quality, risk and financial management). Program Managers will contribute to strategic planning, program and project design and policy development. Program Managers will have a considerable level of public contact in relation to difficult or sensitive issues and may liaise with a range of stakeholders in a representational role – including with development partners and the Pakistan Government. Work may involve management responsibilities requiring the setting of priorities and managing workflows, and travel (domestic and international).

### Key Responsibilities

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

- Manage and deliver complex aid programs including all budget, quality, risk, fraud, financial and contractual programming;
- Manage contracts and grant agreements and ensure compliance;
- Provide advice and technical expertise in gender equality (with a focus on ending violence against women and reproductive health) and/or aid operations (monitoring and evaluation, risk and financial management);
- Support the implementation of the Australian High Commission's Gender Equality Strategy, including coordination with colleagues across the High Commission and in Canberra;
- Develop high-quality reporting, advice and analysis on development issues in Pakistan, including gender equality and/or aid operations;
- Lead and/or contribute to annual program quality reporting processes and input into key strategic documents;
- Plan and contribute to public diplomacy activities and prepare high-quality briefing and speeches for senior management, including the High Commissioner;
- Provide logistical and secretariat support for donor coordination forums, field visits and high-level visits;
- Develop and maintain engagement with key internal and external stakeholders, including relevant federal and provincial government contacts;
- Represent the Australian Government at meetings and events; and
- Supervise and mentor junior staff members, as required.

### Qualifications and Experience

- 5+ years of professional experience in the development and/or humanitarian sector, including program management;

- Experience and/or technical expertise in gender equality (experience working on/managing ending violence against women and/or reproductive health programs is highly desirable); and/or aid operations, including monitoring and evaluation, risk and financial management;
- University qualification/s in development studies or another relevant discipline.

### **Selection Criteria**

Applicants must also meet to the following selection criteria:

1. Experience managing aid/humanitarian programs including program design, monitoring and evaluation and contract management;
2. Strong communication (English and Urdu) and influencing skills;

Sound judgment and analytical skills, including proven ability to provide expertise and technical knowledge in specialist area (preferably gender equality and/or aid operations); and

3. Strong initiative and a demonstrated ability to work in a team with limited supervision to deliver results.

### **Submitting your Application**

Applications that do not specifically address the selection criteria will not be considered. Only shortlisted applicants will be contacted for interview by the Australian High Commission, Islamabad. Successful applicants will be offered a one-year contract of employment that may be extended subject to agreement between the employer and employee. A probation period applies.

Please e-mail applications to [jobs.AHC-islamabad@dfat.gov.au](mailto:jobs.AHC-islamabad@dfat.gov.au) by midnight 26 November 2018. Late applications will not be considered. Please specify the job title and applicant's name in the e-mail subject line.