

Australian High Commission – Port Vila Position Description

Position number	PVLA5010
Title	Program Manager
Classification	LE5
Division/Post/Section	Pacific/Vanuatu/Development Cooperation
Reports to	Senior Program Manager

About the Australian aid program in Vanuatu

The Australian Aid Program promotes Australia's national interests by contributing to sustainable economic growth and poverty reduction. In Vanuatu, our aid program is guided by an aid investment plan agreed between the Government of Vanuatu and the Government of Australia.

The Australian High Commission delivers a high quality aid program across four strategic objectives:

- building resilient infrastructure and an environment for economic opportunity;
- improving early education and essential health services;
- improving community safety and resilience; and
- supporting cyclone recovery and reconstruction.

The program is delivered with key government ministries and a diverse range of partners.

About the role

Under general direction, Program Managers provide support for the management of one or more sectors of the aid program in Vanuatu. Program Managers also support coordination and reporting (financial, fraud, performance and quality) across the program.

Key responsibilities

- Support service delivery and system strengthening with design and implementation of the development program.
- Develop and maintain strong relationships with the Vanuatu Government, 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.
- Liaise with stakeholders including Vanuatu and Australian government officials, specialists and consultants, civil society and community groups, and other development organisations, and represent the High Commission at meetings.
- 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, support the post disaster team as directed.

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