

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	DL1060
POSITION TITLE	Program Manager - Workforce Development
CLASSIFICATION	LE5
SECTION	Economics Governance
REPORTS TO (TITLE)	First Secretary – Workforce Development
EMPLOYMENT TYPE	On-going
CURRENT OCCUPANT	Vacant

About The Department of Foreign Affairs and Trade (Amend for each agency)

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 position

The Program Manager works in the Workforce Development team within the Economic Governance and Rural Development section. Under limited direction, this position plays a key role in supporting Australia's high-profile and dynamic aid programs related to workforce development, including those supporting prestigious Australia Awards scholarships and alumni engagement, labour mobility under the Pacific Australia Labour Mobility (PALM) scheme, and Timor-Leste's technical and vocational education (TVET) and skills sector. DFAT is seeking a motivated and experienced professional with strong interpersonal skills to contribute to this growing and dynamic area of development cooperation between Australia and Timor-Leste.

Key responsibilities of the position include but are not limited to:

- Support the management of workforce development programs in accordance with DFAT policies and procedures, including contractual, financial and risk management
- Contribute to design of new support for labour mobility and skills training, including through facilitating sector and stakeholder analysis
- Contribute to monitoring and evaluation of program implementation, including through progress and financial reporting, field visits, and facilitation of reviews
- Provide input to support strategic planning and policy development
- Build and maintain relationships with implementing partners, government counterparts and other stakeholders
- Strengthening the Embassy's engagement with Australia Awards alumni, and engagement within the alumni network

- Contribute to integrating cross-cutting issues into programs, particularly gender and disability inclusion
- Assist in preparing for missions and delegations to Timor-Leste and overseas and in coordinating regular meetings and events with counterparts
- Draft performance and quality reports, program performance assessments and responses to ad hoc requests made to DFAT
- Assist in communicating up-to-date information on Australian regulations and policies relating to programs within the portfolio
- Maintain up-to-date knowledge of Government of Timor-Leste laws and policies that relate to labour mobility, skills and TVET
- Contribute to drafting of speeches, briefings, and social media posts
- Represent the Australian Embassy at events and functions, and in meetings, when requested
- Promote the achievement of program outcomes

Required Qualifications/Experience/Knowledge/Skills

- Qualifications, knowledge and/or experience in areas relevant to labour mobility, TVET and /or skills and scholarships in Timor-Leste
- Experience working with programs with a strong understanding of gender equality and social inclusion concepts and issues
- Advanced written and spoken English and Tetum skills
- Experience working with key stakeholders, including the Government of Timor-Leste, development partners and/or civil society
- Excellent interpersonal skills, including the ability to maintain respectful and productive working relationships with a variety of individuals and organisations, and to work collaboratively to achieve results
- Ability to work independently with sound judgement and under general direction
- Ability to work in a team and contribute to enhancing team capacity through collaboration
- Demonstrated competence with Microsoft Office computer applications
- Personal attributes that include integrity, adaptability and resilience, a strong work ethic and personal drive