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| **AGENCY** | **Department of Foreign Affairs and Trade** |
| **POSITION NUMBER** | **DL1060** |
| **POSITION TITLE** | **Program Manager, Workforce Development** |
| **CLASSIFICATION** | **LE5** |
| **SECTION** | **Economic Governance** |
| **REPORTS TO (TITLE)** | **First Secretary, Workforce Development** |
| **EMPLOYMENT TYPE** | **On-going** |

## **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 development cooperation 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.

Australia and the Timor-Leste have an effective development partnership that is boosting economic growth and tackling poverty, improving health and education outcomes, and strengthening democracy, justice and governance. Australia’s support includes increasing opportunities for employment in Timor-Leste and abroad and developing future leaders through higher education.

**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) sector.

The key responsibilities for this position include, but are not limited to:

* Support the management of workforce development programs, ensuring alignment with DFAT policies and procedures, managing contracts, finances and risk.
* Assist in preparing for missions and delegations to Timor-Leste and overseas and in coordinating regular meetings and events with counterparts.
* Contribute to the design of new support for labour mobility and skills training, facilitating sector and stakeholder analysis and provide input to support strategic planning and policy development.
* Contribute to the monitoring and evaluation of program implementation, including through progress and financial reporting, field visits, and facilitation of reviews. Draft performance and quality reports, program performance assessments and responses to ad hoc requests.
* Build and maintain relationships with implementing partners, government counterparts and other stakeholders and strengthen the Embassy’s engagement with Australia Awards alumni, and within the alumni network.
* Contribute to integrating cross-cutting issues into programs, particularly gender and disability inclusion.
* Maintain up-to-date knowledge of Government of Timor-Leste laws and policies relating to labour mobility and TVET.
* Communicate information on Australian regulations and policies relating to the PALM scheme and contribute to drafting of speeches, briefings, and social media posts.
* Represent the Australian Embassy at events and functions, meetings and forums when required and promote the achievement of program outcomes.

**Essential qualifications and experience**

* Qualifications, knowledge and/or experience in areas relevant to labour mobility, TVET or 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 stakeholders relevant to the role, 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
* Personal attributes that include integrity, adaptability and resilience, and a strong work ethic and personal drive