

Position Description – Humanitarian Program Manager – Dhaka – May 2018

Agency	Department of Foreign Affairs and Trade
Position Number	20462
Title	Humanitarian Program Manager
Classification	LE5
Section	Economic, Humanitarian and Development Section
Reports to (title)	Second Secretary (Development Cooperation)

About the Australian Government’s Department of Foreign Affairs and Trade

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 section

Australian development cooperation with Bangladesh is focused on improving education outcomes and increasing economic opportunities for the poor, particularly women and marginalised groups. Australia also works regionally to reduce barriers to regional trade to accelerate economic growth. Australia’s aid investments are designed to align with Bangladesh’s development priorities, maximise value for money by working with results-driven partners, and build on Australia’s comparative advantage and experience. Australia is also involved in supporting the humanitarian response to the Rohingya crisis and is working with Government, the United Nations, NGOs and other donors to meet the immediate needs of refugees and the host community in Cox’Bazar.

About the role

Under general direction and supervision, the Humanitarian Program Manager is responsible for day to day management and support of a range of humanitarian and development programs including contractual and financial oversight, liaison with relevant stakeholders, reporting on program activities and outcomes, and assisting in the preparation of policy and briefing documents. Travel and non-standard work hours may occasionally be required.

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

- Manage the development, implementation and review of humanitarian programs
- Remain informed on current and emerging issues and trends related to humanitarian response, both locally and internationally, including in Australia, and report as required
- Liaise with internal DFAT colleagues (Post and Canberra) on program issues
- Develop and maintain constructive relationships with partner governments, managing contractors, other key agencies and development partners
- Prepare analysis, review and provide advice on issues related to the portfolio, and assist in the preparation of policy and draft high quality briefing documents
- Provide logistical and administrative support such as arrangements for meetings, travel, AidWorks processing and other aid management reporting

- Undertake financial administration of activities to ensure compliance with DFAT's budgetary and system requirements
- Act as a focal point on selected cross-cutting themes including being across agency policies and processes, and providing advice and support to other staff on the specific issues
- Comply with all DFAT aid management systems and policies including performance and quality processes, to ensure the effective delivery of the aid program
- Ensure all DFAT policies including those on gender, disability and child protection are taken into consideration and that gender and inclusion considerations are fully integrated into programs within the portfolio
- Provide program-related content for use in social media and communications

Qualifications/Experience

- A minimum of six years' of professional experience in managing humanitarian projects and programs, including financial management is desirable.
- Postgraduate qualifications in development studies or a related social science
- Knowledge of the Australian Government's aid policy and programs is desirable
- Excellent English communication skills and an ability to work both independently as well as part of a multicultural team
- Demonstrated knowledge of Bangladesh's development, economic, political, social and environmental situation
- Demonstrated ability to contribute to the strategic direction of an organisation
- Demonstrated ability to analyse, interpret and provide input to aid policy development
- Initiative and an ability to work under limited direction to deliver results, seeking advice from appropriate sources, and escalating issues/ risks to management if required. The proven ability to work under pressure and use limited resources effectively, conducting risk analysis and applying contingency measures to adjust plans and resources effectively
- Excellent English and Bengali written and spoken communications skills
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