



AUSTRALIAN HIGH COMMISSION DHAKA

Job Description and Selection Documentation **Senior Program Manager (Development Cooperation)** **Strategic Partnerships Team** **O-Based Level 6** **Position Number: 20771**

Australian development cooperation with Bangladesh is focused on improving health and 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.

About the role

Under limited direction of the First Secretary (Development Cooperation), the Senior Program Manager is responsible for design, management and review of the aid activities delivered by the Australian Department of Foreign Affairs and Trade (DFAT) in Bangladesh. The Senior Program Manager will take a lead role in advising on Australia's strategic partnerships with BRAC and other government and non-government development partners in Australia's priority sectors.

The position also requires the ability to travel and work non-standard hours, when work demands dictate.

Key responsibilities include, but are not limited to:

- provide advice to government and non-government partners to benefit their institutional strengthening and development programs in areas such as partnership management, performance and quality and results reporting
- take a lead role in advising on the performance and activities of Australia's strategic partnerships with civil society and research institutions, other development partners and the Government of Bangladesh in Australia's priority sectors;
- lead the activity preparation (design) phases of projects, including organising design and other missions, comment on proposals, coordinate and provide feedback, and gain approvals to support new programs and activities;
- manage funding arrangements (including, using the financial management system, AidWorks), contract management and contractor performance, prepare budgeting and financial reporting, maintaining accurate and up-to-date records and plans, and ensuring that DFAT meets its administrative, financial, regulatory and legal obligations;
- regularly monitor the performance of strategic partnership activities and manage independent program reviews and evaluations;
- proactively identify performance and quality assurance processes needed for developing and managing activities and provide input into drafting high quality and evidence based reporting requirements at the program level including program statistical reports;
- identify development, financial management, fraud and other program risks, and work with counterparts to manage these risks;

- perform research and investigation work and contribute to policy discussions and provide feedback on strategic partnership policies and priorities, and assist with the interpretation of development policies at the country level and ensure that cross-cutting issues (e.g. child protection, gender, disabilities etc.) are addressed ;
- contribute to whole of program management priorities including briefing, high level visits, financial reporting, risk and fraud management, contractor and adviser performance assessment, adviser stocktake
- understand the relevance and importance of cross-program issues such as public financial management, performance and quality, gender, disability, child protection, climate change and disaster risk reduction, synergies with global and regional programs, health and education and working with the relevant focal points to seek and source appropriate policy or technical advice to integrate these elements into programming;
- develop and contribute to briefings, talking points, speeches and data collection on strategic partnerships as required and promote the program;
- build and maintain positive relationships and broker relationships between stakeholders, including civil society and research institution partners, Government of Bangladesh counterparts, other development partners, advisers and program staff in Canberra. This includes leading and coordinating meetings;
- build and maintain positive relationships at Post and work proactively and collaboratively with other the team in Bangladesh and in Canberra; and
- supervise and mentor a Program Officer.

Selection Criteria

In addition to the capabilities in Annex 1, the essential selection criteria are:

- Postgraduate studies in development studies or a related field and a minimum of 8 to 10 years of professional experience in managing development projects and programs, including financial management;
- Demonstrated understanding of broader development issues in Bangladesh and capacity to apply this to broader organisational goals;
- Demonstrated ability to analyse, interpret and provide input to policy development;
- Proven representation skills at senior level and ability to develop effective stakeholder relationships;
- Excellent English and Bengali communication skills and ability to work both independently as well as part of a multicultural team; and
- Knowledge of the Australian Government’s aid policy and programs.

NB: All Australian Government employees demonstrate a commitment to the Australian Public Service Code of Conduct and Values, as well as to workplace diversity, occupational health and safety and employee participation principles and have appropriate cross-cultural sensitivities.

Annex 1

Capabilities Required for the Position

1. Supports and contributes to strategic direction

- participating in policy development through consultation, stakeholder engagement, scoping, development, implementation and review
- clearly communicating goals and objectives to others
- identifying broader influences and considering solutions
- applying critical thinking to understand patterns
- thinking laterally, using sound judgment
- identifying and implementing improved work practices

2. Achieves results

- sharing information with others and encouraging cooperation in coping with change
- monitoring project progress and adjusting plans
- making effective use of individual and team capabilities
- managing resources including external partners, contractors and providers in line with policies and procedures

3. Values teamwork and builds partnerships

- collaborating with key stakeholders to formulate and implement new/revised initiatives
- building capability of others through guiding, monitoring performance, providing regular and constructive feedback
- recognising different working styles
- encouraging diverse views and harnessing the benefits of such views

4. Exemplifies personal drive and integrity

- persevering to achieve goals in the face of obstacles
- remaining calm and in control under pressure
- coping effectively with setbacks
- acknowledging mistakes and learning from them

5. Communicates and works with influence

- anticipating and identifying relevant expectations
- delivering influential advice, briefing and counter-arguments
- and using appropriate, unambiguous language

6. Aid Management, Development Policy and Country/Region knowledge

- This position requires an operational knowledge and skills in Aid Management and Development Policy
- Operational level of knowledge of Bangladesh and South Asia Region

7. Sector/Corporate Knowledge

- This position requires an operational level knowledge and skills in Strategic Partnership Sector- including skills in Partnership Brokering
- This position requires an awareness level knowledge of corporate requirements