

VACANCY IN THE AUSTRALIAN HIGH COMMISSION

Senior Program Officer – Economic Advancement for the Poor

The Australian High Commission in Colombo invites applications from suitably qualified and motivated candidates to fill the position of *Senior Program Officer: Economic Advancement for the Poor* in the Development Section.

The Development Section works closely with the Head of Mission, under the direction of the Counsellor (Development Cooperation), and is responsible for the delivery of the Australian aid program to Sri Lanka and Maldives.

About the role

Under limited direction from the Program Manager, the Senior Program Officer will be responsible for the effective planning, day-to-day management, and monitoring and evaluation of at least two aid projects in Sri Lanka, the Economic Opportunities for the Poor Program (EOP) and the Australian Community Rehabilitation Program (ACRP).

The EOP is a new initiative that aims to create income earning opportunities for the poor through market development, labour skill development and reform of the business enabling environment. It is a national program with a broad geographic footprint involving a large number of public and private sector partners.

The ACRP is a long-standing initiative of the Australian aid program. It aims to address issues that entrench poverty in lagging areas of Sri Lanka. It deals with constraints to livelihood and economic development at the community level. ACRP has been implemented through eight partners: three multilateral agencies, three international NGOs, one government technical agency and one foundation.

The key responsibilities of this position include:

- Day-to-day project management of two large and complex aid projects including:
 - Contractual management – ensuring that the implementing partners and DFAT adhere to the terms of agreements and contracts, monitoring initiative progress and quality assuring the achievement of milestones and project reports prepared by the implementing partners, identifying issues which may affect project implementation and finding solutions to those problems.
 - Financial management – ensuring project expenditure and budgets are monitored and adjusted appropriately with delegate approval, approving milestones and processing payment of invoices, updating initiative data and finances in DFAT’s development project management information system.
 - Monitoring and evaluation – assessing activity progress and analysing reporting to identify issues which may affect implementation and verifying them through liaison with the implementing partners and other stakeholders, formal monitoring through fieldwork and evaluations. Ensuring any remedial actions are followed up and implemented.

- Preparation of Terms of Reference for adviser and technical assistance inputs, which provide clear and timely direction of requirements, roles and responsibilities, tasks and outcomes
- Gathering, analysing and reporting relevant information for senior DFAT staff and external audiences through a range of means including formal written briefings and minutes, email, oral presentations and meetings
- Meeting, liaising and negotiating with implementing partners, partner government and other counterparts including representing Australia's and DFAT's interests in Sri Lanka
- Drafting correspondence in appropriate language, reporting on activity progress and program outcomes, and ensuring follow-up messages are communicated effectively and actioned
- Providing quality analysis and policy advice on development issues in Sri Lanka related to the areas of responsibility
- Other support to the Program Manager as requested.

Selection Criteria

- A relevant tertiary qualification is mandatory.
- Demonstrated skills and experience in the management (including financial, contract and project management) of international development projects.
- High level analytical ability and an ability to interpret and apply policy and strategic direction to project management.
- Excellent oral and written communication skills (shortlisted candidates will be required to undertake a writing test in English) and fluency in English, and Sinhala and/or Tamil
- An awareness of, or ability to gain an awareness of, issues affecting economic growth, private sector development and community development in Sri Lanka.
- Demonstrated ability to work effectively as a member of a team to achieve outcomes. Very good liaison skills, and demonstrated ability to build strong partnerships.
- Demonstrated time management and organisational skills. Accuracy and attention to detail, including when working under time pressures.
- Strong understanding of the development context in Sri Lanka, including operational knowledge of Northern, Eastern and/or Central Provinces

Eligibility/Other Requirements

The successful candidate must be willing to undergo a police check and medical check as part of their engagement to determine suitability and fitness for duty. Offers of employment are dependent on a satisfactory security and medical assessment with clearance.

The candidate will be required to undertake regular travel within Sri Lanka and some international travel may be required.

A flexible approach and willingness to periodically work out-of-hours is required. The position is based within the Australian High Commission in Colombo.

Salary and benefits

The salary offered will be LKR 155,927 per month, depending on experience and performance during probationary period. An attractive package of benefits is also included. Offers of employment are dependent on a satisfactory security assessment and clearance.

Application process

Interested applicants should provide the following: (1) a resume that includes personal details and a summary of work experience (2) contact details for two (2) non-related referees (3) a written statement addressing each point in the above Selection Criteria that demonstrates all criteria are met (totalling no more than four pages).

Submit application documentation **by** **EMAIL ONLY** to cmb.recruitment@dfat.gov.au by close of business Wednesday 01 July 2015.

Please enter “Application – Senior Program Officer” in the Subject Line.
(Only short-listed candidates will be contacted.)