

Program Manager – Education and Community Engagement – Noumea – January 2024

Agency	Department of Foreign Affairs & Trade
Position number	TBC
Title	Program Manager – Education and Community Engagement
Classification	LE4
Section	Policy Section
Reports to	Consul (Development)

About the 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 position

Working under direction of the Consul (Development), the Program Manager Education and Community Engagement will manage the administration and delivery of the Australia Awards scholarship program for New Caledonia, Wallis and Futuna and French Polynesia.

This will include developing and maintaining a network in local communities including with key customary and cultural figures to promote the program. The successful applicant will manage the selection process, pre-departure briefings, provide ongoing support to students and organise alumni events in line with regional and bilateral initiatives.

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

- Oversee the delivery of the Australia Awards scholarship program covering New Caledonia, Wallis and Futuna and French Polynesia including annual travel to French Polynesia and Wallis and Futuna (the role is based in Noumea).
- In consultation with post management, promote the Australia Awards Program within local communities including with key customary and cultural figures through information sessions, events, media releases, social media and alumni programs.
- Manage the selection process for the scholarship, including shortlisting, English language testing and interviewing of applicants.
- Manage pre-departure briefings, English language training and provide general support - to program participants.
- Assist with the engagement of relevant authorities to support the governance and management of the program.
- Maintain an active alumni network, including through a database of contacts, social media engagement and alumni events, proactively linking alumni to regional and bilateral initiatives supported by Australia.
- Liaise with recipients of the scholarship to resolve any problems as they occur and provide regular advice on implementation issues relating to the program.

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- Assist with program funding arrangements and contract administration, maintaining and providing accurate financial data to achieve compliance with DFAT's budget and system requirements.
- Monitor the performance of the program and ensure compliance with the Australia Awards policies and procedures.
- Provide advice and input into the drafting of high quality and evidence-based reporting requirements, and coordinate mid-term and program completion reviews.
- Assist monitoring and reporting on the cultural and customary situation in New Caledonia including developments, social dynamics and local policies.
- Identify links between Australia Awards and other two-way exchanges (including New Colombo Plan, internships, youth NGOs, Australia International Section (SIA)).
- Support official functions and activities, including events organised by the Consulate General and ministerial visits.

Qualifications/Skills/Experience

- Written and oral communication skills in French and in a Kanak and/or Oceanian language.
- Oral English skills are required, written English skills desirable.
- Confidence with public speaking.
- Experience working with the Microsoft Office suite of applications.
- Strong interpersonal and representational skills and an ability to develop productive working relationships with both internal and external stakeholders.
- Well-developed planning and organisational skills and experience with supporting official functions to achieve required outcomes.
- Strong capacity to exercise discretion, judgement and neutrality.
- Ability to work well within a small team.
- Tertiary qualifications in any discipline preferred and/or 7 years work experience.

Desirable

- Knowledge of Australia and international issues relevant to Australia.
- Experience working in the Kanak customary and cultural sector, or in relation with the customary authorities.
- Sophisticated understanding of the Kanak culture and customary world.