

Terms of Reference: Program Officer



Location:	This is a remote home-based role, with occasional in-person presence at our DT Global office locations. This position may be based in Fiji, Brisbane, Sydney, Melbourne or Adelaide. The position location is flexible for the right candidate.
Contract Duration:	January 2027 to September 2029
FTE:	Full-time
Travel:	Some intra/interstate and international travel within Australia and the Pacific region may be a requirement of this position.
Manager:	Reports to the Deputy Team Leader
Performance Management:	The incumbent is required to participate in DT Global's performance management processes.

About DT Global Asia Pacific

At DT Global Asia Pacific, we aim to positively impact people's lives through delivery excellence. As a leading implementing partner across Asia and the Pacific, we co-create locally led solutions in partnership with governments, communities, and stakeholders. We bring together talented teams and deep regional expertise to deliver initiatives that promote inclusive economic growth, essential services, and resilient, secure communities. With over 1,500 staff, experts in 22+ countries and more than 60 years of development experience, we tackle complex community, national and transnational challenges — from governance and justice systems to climate resilience, infrastructure and social equity — with innovative thinking and a commitment to long-term impact.

For more information, please see www.dt-global.com

About P4SP

The Australian Government through the Department of Foreign Affairs and Trade (DFAT) has commissioned the Partnerships for Social Protection program (P4SP), which is being implemented by DT Global.

P4SP is an eight year, AUD 36 million Australian Government program to support governments in Pacific nations and to strengthen their national social protection systems. The program delivers both bilateral and regional activities to support partners to improve the quality, inclusiveness and sustainability of social protection systems, and to build awareness of, and demand for, quality and inclusive social protection. P4SP is a highly adaptive and demand-driven program. As such, the operating context, and the priorities of government and DFAT Posts in each country are key determinants for the scope of P4SP's engagement.

The outcome P4SP is working towards is that government's increasingly address gaps and bottlenecks in the coverage and inclusiveness of social protection policy and program delivery.

P4SP commenced on 20 September 2021 and will operate until 19 September 2029.

For more information, please see <https://p4sp.org>

Objectives of Role

The purpose of the role is to support implementation of P4SP regional activities, including related to learning, research and engagement.

Expected Outcomes

Working closely with the Deputy Team Leader and the Communications and Public Diplomacy Manager, the Program Officer supports the effective and efficient implementation of key regional program activities, processes and logistics, including M&E, planning and reporting. A particular focus of the Program Officer's role will be in supporting development, coordination and delivery of P4SP learning activities, including online and in-person training and learning sessions, e-learning materials and internal learning events, such as brown bag lunches. The Program Officer may also support research activities, MERLA, communications and event management. Through engagement in the regional portfolio, the Program Officer position provides an opportunity to develop a deeper understanding of social protection, an area of increasing relevance and importance in the Pacific.

Roles and Responsibilities

Key responsibilities include:

With direction and support from the Deputy Team Leader, the Program Officer will:

Support program management

- Support effective and efficient program management of regional activities, related to learning, research, communications, events management and MERLA.
- Support coordination and implementation of key activities / program components, with oversight from the relevant activity lead.
- Coordinate development of e-learning materials, working with a range of consultants and P4SP team members.
- Ensure key whole of program activity and program management tools and activity trackers are kept up-to-date and accurate, including tasking note and contract trackers.
- Provide secretariat support for meetings and events as required, including by assisting with the development of agendas, presentations, logistical arrangements, communications with participants (drafting emails, managing mailing lists, invites and RSVPs, circulating minutes and coordinating feedback as needed) and minute taking.
- Support drafting and finalisation of reports, plans, briefings, Terms of Reference and publications.
- Provide inputs into procurement of goods and services, working with the relevant Activity Lead and the Operations Team to ensure timely procurement.
- As required, assist the Senior Management Team to coordinate key whole of program activities, including Reflect and Refocus Workshops, internal learning events and planning activities.
- Undertake small-scale desk-based research as required.
- Support activity leads to ensure activity budgets are up-to-date, accurate and used to inform forecasts, planning and reporting.
- Support effective records keeping.
- Contribute to P4SP-wide planning and reporting activities.
- Participate in technical team meetings and discussions.
- Participate in in-country visits as appropriate.
- Undertake other activities/tasks as required.

Contribute to a positive and high achieving organisational culture and demonstrate leadership.

- Contribute to team discussions and activities.
- Proactively seek out and engage in learning opportunities, develop skills and knowledge relevant to the P4SP program and its implementation.
- Build constructive and effective relationships with P4SP team members, partners, and consultants.
- Work effectively and collaboratively as a member of the "one team" with DFAT, DT Global and P4SP colleagues in accordance with the partnership agreement.

- Always display professional behaviours.
- Actively promote and enact the P4SP values and culture.
- Engage openly with supervisor and team members, flagging risk early and seeking support as needed.

Selection Criteria

Essential Experience and Knowledge

- Bachelor's degree in a relevant field (e.g. international development, social policy, public policy, project management, communications, or other relevant field)
- A minimum 3-years relevant work experience
- Proficiency in the use of Microsoft Office (including Excel) Smartsheet and CANVA
- Strong verbal and written English communications skills
- An understanding of international development
- Experience and skills in program management
- Flexibility and adaptability
- Strong time management skills
- Excellent team working skills
- An ability to work effectively independently

Desirable

- Experience working on learning and training programs
- Experience working on DFAT funded development programs / activities
- Knowledge of social protection in international development contexts
- Experience working in a country in the Pacific
- Experience working from home / remotely

Special Conditions

- Australian or Fijian residency or current works permit is required. It is a responsibility of the applicant to provide evidence of a current work permit for the location in which they are based.
- The successful candidate is required to gain a National and/or International Police Clearance, and undertake all due diligence requires prior to being employed and as determined by DT Global. The police clearance and due diligence is required to be renewed periodically and as advised by DT Global.
- The successful applicant will be required to obtain a medical clearance as a condition of this employment, which is required to be renewed periodically, and as determined by DT Global.
- The successful candidate will be required to undertake mandatory trainings as advised by DT Global.
- Some out of hours and weekend work may occasionally be required.

Other Information

Amendments to the position's terms of reference may be made during the period of the engagement as required.

DT Global is deeply committed to safeguarding, which refers to how we keep people and the environment safe from harm. This includes children and vulnerable groups that we interact with as beneficiaries; partners who we collaborate with to deliver our programs; government stakeholders who we support; and importantly, our own personnel.

We take a zero-tolerance approach to sexual exploitation, abuse and harm of adults and children; fraud, corruption and bribery; modern slavery; and any form of exploitation across our operations, partnerships, and supply chains. We uphold the highest standards of integrity and expect the same of those we work with.

DT Global is committed to providing equal employment opportunities and a work environment that values diversity and inclusion. Aboriginal and Torres Strait Islander people, female applicants, and people with a disability who meet the requirements of this position are strongly encouraged to apply. If you have any support or access requirements, we encourage you to advise us at the time of application.

Engagement with DT Global is subject to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All DT Global staff receive safety, compliance, safeguarding

and integrity training, and we expect our personnel and partners to always act in alignment with our company values.

How to Apply

Interested candidates are invited to submit their applications through the DT Global website by following the link below and selecting "Apply Now" on the [Program Officer job advertisement](#).

Application close: 5:00 PM AEST, 21st September 2026,